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STANDING ORDERS

FIRST CORPS CADETS,



MASSACHUSETTS VOLUNTEER MILITIA.

1890.

May 29 58 90



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FROM

*The First Corps Cadets,
Massachusetts*

*This sheet is to be pasted in the inside of the front cover
of Standing Orders.*

HEADQUARTERS 1ST CORPS CADETS,
MASSACHUSETTS VOLUNTEER MILITIA,
Boston, May 1, 1890.

The publication entitled "Standing Orders," for the First Corps of Cadets, Massachusetts Volunteer Militia, bearing date 1890, was compiled by the Commanding Officer of the Corps in the autumn of 1889. His design was twofold: first, to collect in one volume a number of small manuals and certain parts of the Massachusetts Regulations, in order that the Corps might have such matters concentrated in convenient form for reference; and secondly, to set forth in print other matters of custom which, until then, had been left unwritten.

Owing to the constant changes in the forms of military procedure, no such book can be complete, because the greater the ground it seeks to cover, the more chance will there be to have portions of its contents become obsolete before it has been long in existence. Such has been the fate of this little book. Had it been printed in 1889 when prepared, it would have contained, with one intentional exception, the latest forms prescribed for the United States Army. As now issued it varies slightly therefrom, although it conforms to orders now in force in the Commonwealth of Massachusetts. These variations, however, are confined to but a small portion of its matter, and relate almost entirely to a few unimportant details of Guard Duty.

The Guard Manual at present prescribed for the Massachusetts troops is based upon the Regulations of the Army issued previous to the year 1889, as contained in the Regulations for the Massachusetts Volunteer Militia, issued in 1878. In 1885 the Commanding Officer of this Corps prepared a supplement to that manual, with a view to facilitate the instruction of recruits. It was reprinted at Fort Monroe for the use of the army at that post, and was subsequently embodied in a Guard Manual published by the Adjutant-General's Office in Massachusetts. It was also reprinted for the use of the militia of the District of Columbia.

Early in 1890, a Manual of Guard Duty, prepared by Lieut. Kennon of the United States Army, which he was permitted to copyright and sell, was approved by the United States War Department for the use of the Army. It closely follows a circular issued in the Department of the Platte in 1888, with certain modifications and additions which are understood to have been made after consultation with the board of officers engaged in the preparation of a new system of tactics for the Army.

The changes made by the Kennon Manual are, however, few and trivial. They are in the main only verbal, and do not in the least affect the principles of Guard Duty; but they are just sufficient to create some little confusion until the publication of the new Tactics. It was undoubtedly, therefore, for the prevention of such confusion that the authorities in Massachusetts, soon after the appearance of the Kennon Manual, issued an order directing the State troops to adhere, until further orders, to the State Manual.

Hence the matter relating to Guard Duty in the Cadet Standing Orders accords with the Massachusetts Manual. The chief points of difference between it and the Kennon Manual are substantially as follows, the words in small capitals showing the changes : —

1. At roll-call, the guard, instead of being at *Support Arms*, is brought to RIGHT SHOULDER ARMS.

2. "*Sergeant's Salute*" is called "RIFLE SALUTE."

3. "*Arms Port*" becomes "PORT ARMS."

4. Instead of challenging in the position of *Charge Bayonet*, sentinels and non-commissioned officers take the position of PORT ARMS.

5. In advancing persons or parties who have given the correct countersign, sentinels, instead of saying simply "*Advance (so and so)*," use the words "THE COUNTERSIGN IS RIGHT, *Advance (so and so)*." In like manner where persons or parties are advanced upon recognition (without countersign), sentinels use the words "ALL RIGHT, *Advance (so and so)*."

6. When the answer to a sentinel's challenge is "*Friends*," "*Relief*," or "*Patrol*," the sentinel calls, "*Halt — Advance one with the countersign (or for recognition)*." This change, it will be observed, does away with the repetition of the words "*Friends*," "*Relief*," or "*Patrol*," and, in the case of the last two named, substitutes "ONE" for "*Corporal*" or "*Commander*." The same rule governs whenever a sentinel has to deal with more than one person, as, for instance, when the Officer of the Day and Officer of the Guard together approach him.

7. The Kennon Manual, in accordance with Army Regulations of 1889, omits all mention of Grand Rounds. The Massachusetts Manual retains the custom, which, while it may not be necessary to the Army in time of peace, is a valuable adjunct in the training of militia guards.

The retention of Grand Rounds is the intentional variation alluded to, wherein these Standing Orders when written in 1889 differed from the Army Regulations of that year.

THOMAS F. EDMANDS.

©

FIRST CORPS CADETS,

MASSACHUSETTS VOLUNTEER MILITIA. — 1



STANDING ORDERS

1890.

5
BOSTON.

1897.

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MAY 13 1890

The Gadets

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ARMS OF MASSACHUSETTS.

Borne upon the Battalion Colors.

(Obverse.)

PREFACE.

This Manual, for the use of the First Corps of Cadets of the Massachusetts Volunteer Militia, will be known as "Standing Orders."

Its object is to collate, in a convenient form, a brief Historical Sketch of the Corps, its By-Laws, and a Statement showing what is expected of those who join its ranks.

In the Appendix, besides the Bill of Dress peculiar to the Corps, will be found extracts from the Regulations of the Volunteer Militia and from the Militia Law of the Commonwealth. Where repetitions occur, they are in most instances intentional, to emphasize essentials.

In addition to the instruction that recruits may obtain from this publication, it may be found useful with the community at large, in setting forth the character and purpose of the Corps, or in removing misconception concerning its discipline and work.

HISTORICAL SKETCH.

The organization now known as the First Corps of Cadets of the Massachusetts Volunteer Militia, originated in 1741 as Body Guard to the Governor of the Province of the Massachusetts Bay, under the title of the "Governor's Company of Cadets." It had three commissioned officers, ranking as field officers; the captain grading as Lieutenant Colonel, this distinction being probably given in accordance with a custom in the British army which confers a similar rank upon certain company officers of the household troops. The first commander was Lieutenant Colonel Benjamin Pollard, a prominent citizen of Boston, whose commission, dated October 16, 1741, signed by Governor William Shirley, is now carefully preserved by the Corps, — virtually its charter.

One of the first duties of the Company was to escort Governor Shirley to the boundaries of the Province on his way to Rhode Island in 1741; and from that time until 1774, as Body Guard, it attended and escorted the Provincial Governors.

Colonel Pollard died in 1756, and was succeeded by Lieutenant Colonel Leonard Jarvis. Colonel Joseph Scott, who eventually became a Tory and was proscribed, commanded the Company after Colonel Jarvis; he was succeeded by Colonel John Hancock, commander in 1774, when General Gage, as Governor, came to Boston in May of that year, and was escorted by the Cadets from Long Wharf to the Council Chamber of the building now known as the Old State House.

It was the custom for each successive Governor to present the Company with a standard bearing on one side the arms of the Province and on the other the armorial bearings of the donor. With this usage Governor Gage complied. But Gage and Hancock were as flint and steel, and the contact soon produced sparks which helped to keep alight the train of discontent leading to the impending explosion of the Revolution. In August following, Gage caused his secretary to write Hancock a letter of dismissal, still in possession of the Corps. This action so incensed the Company that its members returned the Governor his standard, with the information that, as they looked upon the dismissal of their commander as a disbandment, they no longer considered themselves "The Governor's Independent Company of Cadets." Gage took the standard with the remark that Hancock had used him ill, refusing him proper respect, and that, had the intention of the Company been known sooner, he would have anticipated their action by disbanding them himself. A complimentary correspondence between Colonel Hancock and the Company followed, from which the political animus of the situation is evident. Colonel Hancock wrote: "I shall ever be ready to appear in a public station whenever the humor or interest of the community calls me, but shall prefer the retirement of a private station to being a tool in the hands of power to oppress my countrymen."

Thus, for a brief space, the active or official existence of the Corps was suspended, after existing thirty-three years, during which time, in addition to its peaceful escorts to the Royal Governors, it had been several times called upon to protect life and property and preserve the peace, notably at the time of the Stamp Act troubles and the Hutchinson riots.

Having retired from the service of Governor Gage, the Company, in the stirring events that followed, took no part as a body, whatever those who had composed it

may have done as individuals, until after the British troops left Boston in 1776, when, under circumstances somewhat similar to the original formation in 1741, many of the members united in a military organization known as the "Independent Company," under Lieutenant Colonel Henry Jackson, and, two years later, under the immediate command of Lieutenant Colonel Hitchborn, marched to Rhode Island, where the Company did duty as a part of the forces of the Revolutionary War. At that time Hancock was president of the Continental Congress, but he was also Colonel of this Independent Company, the executive officer being a Lieutenant Colonel, thus preserving the English custom of the Honorary Colonel. Why the word "Cadets" was not used in the official name of this Company does not appear, but contemporaneous newspapers and letters supply the omission, and habitually designate the organization as "Cadets."

About the time of the peace of 1783 the military spirit in the community was so dormant that no parades or musters of militia appear to have taken place for a considerable time, nor did the people rouse themselves to the necessity for proper protective measures till the summer of 1786. On the 20th of July in that year, a paper looking to the resumption of proper activity was signed by twenty-three Cadets, of whom twenty-one met at the American Coffee House on the 27th, and Samuel Bradford was elected commander. On the 7th of August their number was increased to thirty-six. They then chose subordinate officers, and adopted a uniform of which the coat was red, similar to the uniform worn previous to the Revolution; but this was reconsidered, and a white uniform, faced with scarlet, was chosen, in honor of the French troops who had assisted the colonies. On the 17th of August, sixty stand of arms were purchased at Providence, and the Company drilled at Faneuil Hall on Monday and Thursday evenings. The

first parade after the re-organization was fixed for "Cornwallis" day, October 19, and so occurred, the commissions of the officers having been confirmed under resolves passed by the Legislature on the day previous, as follows : —

"*Resolved*, That the Governor be, and he hereby is, authorized and empowered to commissionate the officers of the Independent Company of Cadets in Boston, with the following rank, namely: The captain with the rank of Lieutenant Colonel, and the lieutenant and ensign each with the rank of Major.

"*Resolved*, That the said Company of Cadets be, and they hereby are, entitled to an Adjutant, and that the Governor be, and he hereby is, authorized and empowered to commissionate the said Adjutant with the rank of Captain."

The first of these resolves revived the custom, as to the officers' rank, existing prior to the time when John Hancock was made Colonel in an honorary office. The State Government had now been established; the Governor, *ex officio*, became the Honorary Colonel, and every Governor since has been so considered. The commissions of Colonel Bradford and Majors William Scollay and Samuel Cabot were dated August 21, and of Adjutant Martin Brimmer Sohler September 21. The creation of the Adjutant was an innovation, followed in 1803 by the addition of a Surgeon.

No change was made in the number or rank of the officers until 1854, when a Quartermaster with the rank of First Lieutenant was added, and the Governor was empowered to give commissions to such company officers, not above the rank of First Lieutenant, as he might deem expedient. Under this authority six First Lieutenants were created, the Corps being then practically a battalion.

At the close of the war of the Rebellion the rank of the Adjutant was reduced to First Lieutenant, and in 1874 all constructive rank was abolished; the Commander became a Lieutenant Colonel outright; only one Major was allowed, and he, like the Commander, had full rank; the staff officers were, a Surgeon ranking as Major, a Paymaster ranking as Captain, an Adjutant and a Quartermaster each ranking as First Lieutenant. The company officers were limited to four Captains, four First Lieutenants, and four Second Lieutenants, to be commissioned at the discretion of the Governor, who commissioned all but the Second Lieutenants. The Corps thus became a battalion of four companies. In 1877 an Assistant Surgeon, and in 1887 an Inspector of Rifle Practice, each with the rank of First Lieutenant, were allowed. A Chaplain was allowed by the Militia Act of 1878.

Soon after the re-organization of 1786 the Corps performed duty in the troubles produced by Shay's Rebellion, and was on very cordial terms with Governor Bowdoin, who had presented to the Corps, upon its parade of October 19, 1786, a standard having on one side the arms of the Corps, a six-pointed star with the motto "*Monstrat viam*" and on the other side the Governor's family arms; but when Governor Hancock took office, he ordered all family arms to be expunged from the standards of the militia (a measure supposed to have been dictated by his political animosity to Bowdoin), and the arms of the State were consequently painted over the Bowdoin arms. These arms, however, impaled with those of Shirley, were kept and worn by the Corps, and are still used and worn, as a seal and as the ornament to the breast-plate and dress hat. The Corps also carefully treasures to this day the sword of Governor Bowdoin.

The Corps, as re-established under State Government in 1786, possessed three important privileges: first, that of being the Guard of Honor to the Governor; second,

that it could not be attached to the command of any officer below the rank of Major-General; and third, that its officers held peculiar rank. These privileges were placed under the protection of United States law, when, the Constitution having taken effect in 1789, Congress under its authority passed, on the 9th of May, 1792, "An Act more effectually to provide for the National Defence, by establishing a Uniform Militia throughout the United States," from which the following extracts are made:—

"SECT. 7. And be it further enacted, That the system of discipline and field exercise which is and shall be ordered to be observed by the Regular Army of the United States, in the different corps of infantry, artillery, and riflemen, shall also be observed by the militia, in the exercises and discipline of the said corps, respectively, throughout the United States.

"And whereas sundry corps of artillery, cavalry, and infantry now exist in several of the States, which by the laws, customs, or usages thereof have not been incorporated with, or subject to, the general regulations of the militia:

"SECT. 11. Be it further enacted, That such corps retain their accustomed privileges, subject, nevertheless, to all the other duties required by this act, in like manner as the other militia."

This protection was shared by the Company of Cadets in Salem, now known as the Second Corps of Cadets, and these two Corps are the only organizations at present in the Massachusetts Volunteer Militia in being when the Constitution of the United States went into effect which have had an uninterrupted existence ever since.

The Corps was attached to a division November 13, 1799, but does not seem to have been officially designated as a Divisionary Corps until April 24, 1840. The word "Independent" was then dropped from the official title, although generally used by the Corps itself; it was re-

stored in 1854 and retained until after the war of the Rebellion.

The following are the official titles by which the Corps has been designated from 1741 to the present time:—

- 1741. Governor's Company of Cadets (Provincial).
- 1776. Independent Company (during Revolution).
- 1786. Independent Company of Cadets.
- 1799. Independent Corps of Cadets.
- 1803. Independent Cadets.
- 1840. Divisionary Corps of Independent Cadets.
- 1854. Independent Company of Cadets.
- 1861. Independent Corps of Cadets.
- 1866. First Company of Cadets.
- 1874. First Corps of Cadets.

Originally a part of the enrolled militia, the Corps, since 1840, has been included in the Volunteer Militia of the State, and has been called upon for all kinds of duty, from the escort to the State Government (which it performed almost without interruption for nearly a century) and the escorts to President Washington and all the Presidents and many distinguished persons who have visited Boston, to the sterner duty of guarding life and property in times of public peril or disturbance. It has always been a reliable body of gentlemen who would endure hardship without complaint and do their work conscientiously to the best of their understanding. Besides the duty in Shay's Rebellion, there were days of it in the War of 1812 and at the Burns riot in 1854.

During the war of the Rebellion the Corps was in the service of the United States about six weeks in 1862 at Fort Warren; but its greatest service to the government lay in the sending of over one hundred and fifty men, trained in its ranks, to the army, nearly all of them to hold commissions.

While those who in this way became officers, were generally distributed among the various organizations of

the Massachusetts Volunteers, three infantry regiments of the three-years troops, the 2nd, 20th, and 24th, and one regiment of the nine-months troops, the 45th, contained many Cadets. Thus, the greater part of the officers of the 2nd, which has been called by high authority outside this State, "the best officered regiment in the army," were from this Corps, which furnished also about half the officers of the 20th Regiment. The other half came from the New England Guards. The 24th was mainly officered from the Guards, but contained several who had been trained in the Cadets. The officers of the 45th were Cadets, with scarcely an exception.

Since the war of the Rebellion the services of the Corps have been required in an emergency but once, — in 1872, at the time of the great fire in Boston; but it has participated in many notable military events in and out of Massachusetts. So far as is now known, the first time it left the State was in 1876, when it escorted the Governor to and from and in Philadelphia at the opening of the Centennial Exhibition; it went to Bennington, Vermont, with the Governor in 1877; to Yorktown, Virginia, with the Governor in 1881; to Philadelphia again with the Governor in 1887; and to New York with the Governor in 1889. In all of these tours it added to the duties of an escort the representation of the militia of the Commonwealth, sharing that duty in 1887 with the First Regiment, and in 1889 with the Fifth Regiment and the Second Corps of Cadets.

The Corps has always been quartered in Boston, first in the attic of Faneuil Hall, then in the two upper stories of a building at 94 Tremont Street, and is now in a structure on Columbus Avenue at the corner of Ferdinand Street, built upon a lot of land belonging to the alumni of the Corps, its Veteran Association.

BY-LAWS,

FIRST CORPS OF CADETS, M. V. M.

PREAMBLE.

The FIRST CORPS OF CADETS, of the Massachusetts Volunteer Militia, adopt for their government the following By-Laws, in addition to the Militia Law and Regulations of the Commonwealth of Massachusetts.

ADMISSION OF MEMBERS.

ARTICLE I. Every candidate for admission into the Corps must be at least eighteen years of age. He shall subscribe to a Form, and be proposed by a Member, as follows:—

APPLICATION TO ENLIST.

(Place and date,)

18

*To the Officers and Members of the First Corps of Cadets,
Massachusetts Volunteer Militia.*

I hereby declare that it is my desire to become a member of your Corps, and to that end have authorized _____ to propose my name as a Candidate for Membership: I am a citizen of the United States, and a native of _____; I am _____ years of age; my height is _____ feet _____ inches; and my occupation is _____

If admitted to membership, I will perform all the duties required by the Laws and Regulations for the government of the Militia of the Commonwealth of Massachusetts, and the By-Laws of your Corps. I will obey the orders of my superior Officers, and endeavor to become a good and efficient soldier.

Residence, _____
Name, _____
Place of Business, _____

Signed in the presence of _____

I hereby present the name of _____ as a Candidate for Membership in this Corps, believing that he is morally and physically qualified to discharge the duties of membership, and that he will make a good and efficient soldier.

Residence, _____
Name, _____
Place of Business, _____
Place and Date, _____

The proposer shall forward this form to the Committee on Admission of Members, whose duty it shall be to inquire into the fitness of the applicant to become a Member; and they shall, when they are satisfied that he is a suitable person, notify the Adjutant of his name, occupation, address, and proposer, and report the same at a meeting of the Corps. Such candidate may be balloted for at any meeting, regular or special, provided notice of the application shall have been published in orders and sent to each Member of the Corps previous to said meeting, and if five-sixths of the votes of the Members present are in his favor, he is thereby elected. So much of this article as requires the name of a candidate to be published in orders, may, upon application of the Committee on the Admission of Members, be suspended, provided the number of votes in favor of such suspension is equal to the number required for election. Upon the election of a Member, the Clerk shall, as soon as possible, notify him thereof, and the said Member elect shall, without delay, sign the Enlistment Roll and be mustered by the Mustering Officer into the service of the Commonwealth.

MEETINGS.

ARTICLE II. Regular meetings of the Corps shall be held on the second Tuesday of every month, unless otherwise ordered by the Commanding Officer, and Special Meetings shall be held whenever the Commanding Officer may order. The October meeting, or if no meeting is held in October, then the next meeting shall be considered the Annual Meeting, and at such Meeting the Committees on the Admission of Members and Finance shall be elected.

STANDING COMMITTEES.

ARTICLE III. There shall be a Committee on Admission of Members to consist of nine Members, to be elected by ballot at the Annual Meeting. No candidate

for admission to the Corps shall be declared as passed by this Committee, unless by consent of all of its members present at a meeting called for that purpose.

There shall be a Finance Committee, to consist of three Members, to be elected by ballot at the Annual Meeting. This Committee shall audit the accounts of the Treasurer and report thereon at the Annual Meeting; they shall determine the amount of the Annual Assessment, if any, to be charged to Members, and report the same to the Commanding Officer for publication in orders before the regular meeting in November; and they shall at all times constitute a Committee to whom may be referred any business connected with the financial condition of the Corps.

Vacancies occurring in either of these Committees may be filled by ballot at any meeting of the Corps.

TREASURER.

ARTICLE IV. The Mustering Officer shall be Treasurer of the Corps. He shall charge the Members of the Corps with the sums of money due by them to the Treasury of the Corps, he shall collect and have custody of the funds of the Corps, and make all disbursements under direction of the Commanding Officer, whose approval, or that of a member of his Staff acting under his orders, shall be appended to the vouchers for all expenditures. The Treasurer shall keep an account of all receipts and expenditures, and shall submit the same to the Finance Committee on the first of October in each year, which shall be the end of the fiscal year. The Treasurer's Account, audited by the Finance Committee, shall be presented by the Treasurer to the Annual Meeting.

In consideration of his services, the Treasurer shall receive from the Treasury of the Corps the sum of fifty dollars per annum.

CLERK.

ARTICLE V. A Clerk shall be appointed by the Commanding Officer, and shall keep a record of the proceedings and votes at all meetings of the Corps, and of all orders received and issued; he shall keep an accurate roll of the Corps, noting alterations as they occur; he shall also have custody of the Library.

PROPERTY.

ARTICLE VI. All arms and military equipments, and all other property of every kind which is or may be vested in the Corps, by purchase or otherwise, shall remain the common property of the Corps; and all sums of money which may become due to any Member for military services performed with the Corps, or for any service performed by reason of his connection therewith, shall be assigned to the Treasurer for and in behalf of the Corps, to be placed in its Treasury.

Any sum of money recovered by a Member for the benefit of the Corps, under the Statutes of the Commonwealth, or earned by any Member in the nature of pay as an officer or soldier in the service of the Commonwealth, and collected by such Member, shall be charged against him until it shall be covered into the Treasury of the Corps.

Every Member shall be charged with the money value of all articles of uniform, equipment, or supplies received by him through or by order of the Treasurer, Quartermaster, or other officer, non-commissioned officer, or committee duly authorized to provide such article.

FINES.

ARTICLE VII. Every Member of the Corps, not exempted or excused as hereinafter provided, shall be fined for non-performance of duty, and charged with sums of money, as follows:—

For each day's absence from Camp or from the Annual Drill in May or June, four dollars :

For each day's absence from special duty when ordered by the Commander-in-Chief, or from any parade ordered by the Commander of the Corps, two dollars :

For each absence from company or battalion drill, as required by law, or meeting of officers or non-commissioned officers ordered for the purpose of instruction, or from an election, one dollar.

Staff Officers, except the Adjutant, and non-commissioned Staff Officers, except the Sergeant-Major, shall be exempted from fines for non-attendance at drills, but not for other duty when ordered to attend. Musicians shall be exempted from fines.

Fines shall be levied upon and charged to Members quarterly, and shall be payable on the first days of November, February, May, and August in each year, except in cases of discharges falling between said quarter days, when the dates of such discharges shall be substituted; and it shall be the duty of Company Commanders to render to the Treasurer at the end of each quarter, or when necessary in individual cases, accounts of the fines incurred by the members of their respective Companies during the quarter, or up to the date when an individual account is to be settled; in like manner the Adjutant shall render accounts of the fines incurred by the Field, Staff, and non-commissioned Staff.

EXCUSES.

ARTICLE VIII. No officer or soldier not on leave of absence or furlough shall be excused from fines for non-performance of duty except upon certificate of disability signed or approved by one of the Medical Officers of the Corps, and presented within twenty days after the absence from duty to which it relates.

ASSESSMENT.

ARTICLE IX. If the amount of the fines imposed in a year is not sufficient to defray the current expenses of the Corps during that time, an annual assessment, not to exceed twenty dollars, may be levied upon and charged against each Member, payable on the first of the month succeeding the Annual Meeting.

The Treasurer, Quartermaster, Drum Major, and all musicians, shall be exempt from assessment.

ARREARS.

ARTICLE X. The name of any Member who shall be in arrears to the Treasury or the Quartermaster of the Corps for more than three months shall be posted in the Armory with the amount of his indebtedness.

DISCHARGES.

ARTICLE XI. Members applying for discharge and those not re-enlisting, whose terms of service expire before the end of the fiscal year, shall settle their accounts with the Corps to the date of such application or expiration, on the basis, as regards assessment, of that for the previous year, and shall obtain from their Company Commanders, the Treasurer, and Quartermaster, respectively, certificates that all fines, assessments, and dues have been duly noted and paid to include such dates.

MILITARY COUNCIL.

ARTICLE XII. From the Past Commanders shall be established a Military Council, who shall act as Trustees of the Permanent Fund invested for the benefit of the Corps, in accordance with original agreements and votes heretofore passed by the Corps. Past Commanders of the Corps may be elected to the Military Council at any time within one year from the time of their resignation,

by ballot, at any meeting of the Commissioned Officers of the Corps. The Field Officers of the Corps may, at any time, examine the books and accounts of the Treasurer of the Council, and shall be required to do so at least once in each year, and said Field Officers shall, at the Annual Meeting of the Corps, make a report on the condition of the fund. The Military Council may appoint its own officers, and be subject to such regulations as it may establish for its government. If the Military Council shall, at any time, consist of less than three Members, any of the Past Field Officers of the Corps may be elected to fill vacancies by a vote of a majority of the Commissioned Officers at a meeting called for the purpose.

AMENDMENTS.

ARTICLE XIII. These By-Laws may be amended or repealed, after notification in General Orders, by a vote of two-thirds of the Members present at a regular meeting, or at a special meeting called for the purpose; but no proposition to amend or repeal shall be voted on unless the general purpose thereof shall have been stated at a previous meeting, and the subject then referred to a Committee who shall be allowed at least one week for its consideration.

ADOPTED SEPTEMBER 16, 1884.

APPROVED, A. G. O. SEPTEMBER 18, 1884.

ORGANIZATION AND CHARACTER.

1. The Corps is instructed, armed, and equipped as the Commander-in-Chief may from time to time direct— at present, as a battalion of infantry in four companies, the number of men being also left discretionary with the Commander-in-Chief; it has a lieutenant colonel

(commandant), a major, the same staff and non-commissioned staff as a regiment of infantry, and is allowed a complement of line officers sufficient for four companies; it remains unattached, subject only to the orders of the Commander-in-Chief, whose body guard it is; but like all the other organizations of the Militia may be called upon by the civil authorities to assist in the preservation of the public peace. (*See Appendix, pages 43 and 44, Sects. 21, 22, 29, 30, and 32, Chap. 411, Acts of 1887.*)

VETERAN ASSOCIATION.

2. Past members, who have served four years, are eligible to a body which is incorporated as The Veteran Association of the Independent Corps of Cadets of Boston. In this Association vest the titles to the Armory in Boston and to the Camp Ground at Hingham.

FINE MEMBERS.

3. Fine members are gentlemen whose public spirit leads them to contribute ten dollars per year toward the support of the Corps; they have the freedom of the Armory, but no duties beyond sending their yearly contributions. They may be proposed at any meeting by sending their names to the Committee on Election of Members. No stated form of application is necessary. Active members propose them.

Fine members who have served five years as active members are eligible to parade if they keep proficient in drill, but only upon certain occasions other than such as may require the service of the Corps upon public emergency to keep the peace, repel invasion, or quell insurrection.

HONORARY MEMBERS.

4. Honorary members must serve nine years faithfully and consecutively, and may then be elected as in the

case of active members, after being recommended for such election by the Committee on Admission of Members. They may parade like fine members, and have all their privileges without assessment.

CANDIDATES.

5. No alien is eligible to the Massachusetts Militia. Although desirable, it is not necessary that a recruit should be a citizen of the Commonwealth of Massachusetts; but he must be a citizen of the United States, and of the age of eighteen years or upwards.

6. No minor will be enlisted without the consent of his parents, and no person employed will be enlisted without the consent of his employer.

7. Every recruit must be able bodied, competent to pass the examination of a medical officer.

8. No person will be enlisted who is not in a position to pay for his uniform and to defray his dues and fines.

9. No person will be enlisted who has not a good moral character, a fair education, and ability to speak the English language.

10. When a person wishes to join the Corps, he fills out and signs, in the presence of a witness, an Application to Enlist. This application serves a four-fold purpose, as follows:—

1. It expresses the desire to enlist;
2. It contains a Descriptive List;
3. It is a pledge of proper conduct;
4. It is an endorsement of the Corps By-Laws, which are printed with it, in such a manner, that, in signing it, the man substantially signs the By-Laws, which he promises in his declaration to observe.

Article I. of the By-Laws contains the form of this application and the method of procedure concerning it. (*See page 9.*)

11. No application can be signed by proxy, and no application will be considered unless the signature of the applicant is duly witnessed.

12. The proposer or sponsor of an applicant must be a member of the Corps. It is not customary for officers to become sponsors, although no rule actually forbids them to be such.

13. No member of the Corps should become the sponsor of an applicant unless fully acquainted with him, as to character, standing, and means. No application can be considered unless signed by a sponsor so qualified, and every member of the Corps who signs the declaration attached to an application, will be held to have so avowed himself.

14. The medical examination of a candidate may take place before or after his election. It is not necessary that his sponsor should have a surgeon's certificate before declaring that he believes the applicant physically qualified; but, if possible, the Committee on Admission of Members should have such a certificate before they begin their inquiries, because, otherwise, valuable time might be wasted in looking up a man already disqualified.

15. If a medical certificate is thus obtained, the sponsor should attach it to the Application to Enlist.

16. The Committee on Admission of Members, nine in number, is chosen annually by the Corps. So far as practicable, each of the four companies furnishes two names, and the ninth is generally taken from the staff or non-commissioned staff officers. Five members are required for a quorum of this Committee. It will be observed that the By-Laws do not allow this Committee to pass a candidate by a majority vote; great care is

exercised, and the objection of any one member, for valid reasons, is sufficient ground for the Committee to decline to recommend a candidate.

17. After a candidate has been approved by the Committee, its chairman notifies the Adjutant, giving the full name, occupation, and address of the candidate, together with the name of his proposer, for publication to the Corps in the next General Orders. It is customary to issue one of these orders at least four days previous to each meeting, whether regular or special. Candidates for membership may be voted upon at any meeting. The regular meetings are held on the evening of the second Tuesday of each month unless otherwise specially ordered, and special meetings are held when the commanding officer deems necessary. (*By-Laws, Art. II.*)

18. Before a candidate is voted upon, the chairman of the Committee on Admission of Members presents the name in behalf of the Committee. The commanding officer then reads the application to the meeting, and some member, by his direction, passes the ballot-box to all members present. The ballot is secret. White balls elect, black cubes reject. To secure an election, five-sixths of the votes of the members present at a meeting must be favorable. The result of the election is announced forthwith by the commanding (*i.e.* the presiding) officer. When several candidates are to be voted upon, paper ballots or lists may be used, the voters writing "yes" or "no" against the names.

19. The candidate, if elected, receives a notice to that effect from the clerk of the Corps, instructing him to report to the Surgeon, if not previously examined; and, if accepted by the Surgeon, to report at the Armory for preliminary drill.

20. Officers are designated to conduct these preliminary drills, and the candidate is accepted for muster, or rejected, according to the aptitude he displays for the

exercises in the school of the soldier. This means of rejecting unsuitable material relieves the Corps of persons who would otherwise not only uselessly encumber its ranks, but waste their own time in fruitless work.

21. Officers who superintend preliminary drills give to each accepted candidate a certificate of acceptance which the candidate takes to the mustering officer.

22. The candidate then signs the enlistment book and is mustered by the mustering officer into the service of the Commonwealth of Massachusetts. By this act the candidate becomes a recruit, and is given a certificate by the mustering officer. (*See Appendix, page 49, Sects. 59 and 60, Chap. 411, Acts of 1887, Declaration of Enlistment and Oath of Allegiance.*)

RECRUITS.

23. The mustering officer notifies the Adjutant of recruits mustered, and makes returns of musters in due form to the Adjutant-General's office.

24. The Adjutant sends each recruit an order assigning him to a company, directing him to report to its First Sergeant, to whom the order is to be shown. The First Sergeant gives the recruit a number, and endorses it upon the order, with instructions to show the order to the Armorer, who will then provide the recruit with a musket, equipments, knapsack, haversack, and canteen, all bearing the number designated, these articles being loaned by the Corps to the recruit.

25. The order from the Adjutant also directs the recruit where to go for his uniform, all the articles of which must be furnished by the makers designated in the order. Payment must be in cash on delivery.

26. The purchase of second-hand uniforms from former members of the Corps is discouraged. Such clothing rarely fits, it is generally soiled, and so far worn out that it is not a good purchase at any price.

27. The articles of uniform which every member of the Corps must own, are a dress coat, an undress coat, a pair of trousers, a dress hat, and an undress cap. Members are also recommended to own their overcoats; but where this is inconvenient, the overcoat may be hired from the Corps at a rental of five dollars a year.

Uniforms are procured under direction of the Quartermaster, all work of this description being done under contract at about the following prices: —

Dress Coat (white), ...	\$25.00
Undress Coat (dark blue), ...	11.00
Trousers (same for dress and undress), ...	9.00
Overcoat (if purchased outright), ...	25.00
Shako (Dress Hat), ...	4.00
Undress Cap, ...	2.00

A Canvas Helmet, costing \$1, is allowed for use at times in camp.

28. Lockers, for the safe keeping of clothing, are provided at the Armory. Muskets and equipments are also kept in the lockers. Knapsacks, haversacks, and canteens are taken care of by the Armorer when not in use.

29. Every recruit, upon receiving his uniform, is to be inspected in it by his Captain upon the first convenient opportunity. Alterations are to be made by the contractors who supply the articles.

30. Captains inspecting uniforms are to see that belts are of the right size and properly adjusted.

PRELIMINARY DRILL.

31. The instruction of every recruit will commence with the rudiments of rifle practice under a non-commissioned officer of his company, who will thoroughly

explain the mechanism of the rifle, the cartridge, and the position drill. After the recruit, practising with the tripod, has mastered the principle of aiming, he will be taught how to load his piece, and may be allowed candle practice with capped cartridges; but he is not to fire ball cartridge in the Armory or field except under charge of a commissioned officer, and then preferably under the Inspector of Rifle Practice.

32. Armory range practice should always precede field practice.

33. After the aiming drill has been taught, the recruit will be drilled without arms, first in the setting-up drill, then in salutes, the principles of military courtesy being carefully explained, and then in the facings and marching, especial care being taken with alignments.

34. When the recruit has fairly mastered the foregoing, he will be given his musket again and taught the manual of arms. Instructors will observe that the first thing and the most important thing in the education of a recruit is to teach him how to shoot, next how to carry himself in a soldierly manner, and lastly how to handle his piece for the purposes of general drill and parade.

35. The course herein prescribed is additional to and separate from the preliminary drill which takes place in presence of the officer detailed to decide whether a candidate for membership possesses the requisites of a soldier; but there is no objection to the drilling of a candidate, by a non-commissioned officer of the company to which his sponsor belongs, in advance of muster, care being taken to follow the progression above indicated.

36. Instruction in guard duty follows, the recruit meanwhile studying the Manual of Guard Duty. This must be mastered as far as possible by practice in the Armory, to the end that officers of the guard in camp may be relieved from the necessity of teaching rudimentary details which can be previously inculcated.

37. Captains decide when recruits in their companies are sufficiently advanced to take their place in ranks.

UNIFORMS AND EQUIPMENTS.

38. All drills are conducted in undress uniform.

39. Orders for parades or duty other than ordinary drills in the Armory, specify what uniform is to be worn.

40. The uniform of the Corps will not be worn off duty except in going to and returning from the Armory when parades or drills are ordered, except by special permission from the Commanding Officer or Company Commanders. Officers authorized to grant such permission will caution applicants that the uniform is only to be worn off duty on the occasion for which they apply. In no case will one of the Corps uniforms, or any part thereof, be loaned to any person not a member. Unnecessary delay in transit to and from the Armory when in uniform will be carefully avoided.

41. Recruits must be carefully instructed how to wear their uniforms and equipments.

42. The hat or cap must be worn evenly, not tilted forward nor upon the side or the back of the head.

43. No button, intended to fasten, must be left unfastened, except when in overcoats the capes are turned under and backward to be fastened by the lower button behind the shoulders; this manner of fastening the overcoat cape when on duty is habitual in absence of special directions to the contrary.

44. Coats must be adjusted carefully and all wrinkles smoothed, equipments being adjusted with equal care in order that they may fit snugly, but without causing wrinkles.

45. With the dress coat (white), a standing, plain white linen collar, stiffly starched, showing quarter of an inch above the coat collar and lapping slightly in front, is worn. This collar is to be fastened inside the coat collar; its corners must not be turned. No linen collar is fastened on the undress coat, the shirt collar being allowed to show if it does not stand so high as to impede free motion of the neck, or is not of such a nature as to wilt quickly when the soldier exercises.

46. If linen shirts are worn, such parts of them as show at the neck or wrists must be of plain white. Flannel shirts may be worn, and are recommended as superior to linen for camp duty. In warm weather an undershirt only may be worn under the dress coat. The undress coat requires a shirt.

47. When no shirt with linen cuffs is worn, false cuffs of plain white linen, to show quarter of an inch only, must be fastened within the coat cuffs of the dress coat to match the collar. No linen cuffs are necessary with the undress coat.

48. Neckties or cravats must be of plain black or white; fancy colored ties or those combining black and white are not allowed. No part of a tie or cravat must appear outside the coat, nor will the tie or cravat be discarded when the undress coat is worn, as it must then show slightly and conceal the collar button of the shirt.

49. Suspenders should be of plain white linen or cotton throughout. Perspiration will leach any colored or leather parts and stain the white coat.

50. Trousers must be stayed well up on the hips, and must never be turned up at the bottoms unless specially ordered.

51. Shoes must be of plain black leather throughout. Patent or enamelled leather is unsuitable. Shoes made in part of cloth or having any part made of unblacked

leather are not allowed. The soles should be stout, the heels low and flat, the toes broad. The shoe should support the ankle and allow the foot free play without being loose. Slippers or shoes cut so low as to show the stocking are not allowed on duty.

52. Overshoes are allowed in stormy weather or on bad ground, in which case they must be black throughout.

53. Gloves for enlisted men to be of Lisle thread, pure white. A pair once worn is unfit for further service until washed. For each full day of parade or camp duty the soldier who must handle a musket should have two pairs of gloves. For short parades or ceremonies one pair will generally be sufficient. Gloves with rents or holes must not be worn.

54. Each soldier will be provided by the Quartermaster with a white cotton coat-bag bearing the soldier's Corps number. The white coat, when not in use, will always be kept in this bag, to preserve the coat from dirt.

55. Every recruit must make himself familiar with the directions concerning "Dress" contained in the Regulations for the Massachusetts Volunteer Militia. (*See Appendix, page 22.*) The above paragraphs relating to uniforms are supplementary thereto and should serve to draw attention to details which must not be neglected. Uniforms, properly adjusted, are attractive; improperly worn or ill fitting, they are abominations.

56. Paragraphs 570 and 571 of Regulations (*see Appendix, pages 24 and 25*) are explicit concerning medals, badges, and ribbons. The Appleton Medal is the only Corps shooting medal, and the Palfrey Medal is the only Corps drill medal authorized. The State medals and badges are numerous, and have an honorable significance. Members are cautioned against wearing any decoration upon the outside of their uniform without carefully informing themselves whether it is authorized.

57. Overcoats not worn, may be rolled and carried in two ways: namely, in the form of a horse collar, or on the top of the knapsack.

58. To roll the overcoat in collar form, it is buttoned throughout, including the cape. It is then laid on the ground, buttons down, with the cape extended, and after all the wrinkles are pulled out smooth, the coat and cape are rolled inward, the sleeves turning in also with the roll as it proceeds. The rolls from the two sides are brought together in such a position that the row of front buttons of the coat will show in the centre of the outside of the roll. Straps are then passed around it, one in the centre and one confining the ends of the roll, which are brought together after the centre strap is fastened. The roll thus made is worn over the left shoulder and under the right arm, buttons to the front, cape to the rear, centre strap directly over the left shoulder.

To roll officers' overcoats, button the cape to the collar inside out; both rows of front buttons on the coat to show on the outside of the roll.

59. To roll overcoats quickly, the men should be told off in pairs, as much time is saved when each coat can be rolled by two men, whether for the knapsacks or in collar form.

60. The Quartermaster provides short straps of russet leather for overcoats rolled in collar form. A pair of these straps should always be kept in the pocket of each overcoat, ready for use.

61. When the overcoat is carried on the knapsack, it will be buttoned, front and cape, and rolled as follows:—

Fold on the back seam and lay the coat down, buttons up, cape extended and folded on the back seam; turn the bottom flap of the coat under, about eight inches, and the upper flap over, about the same; extend the sleeves in opposite directions; turn the edges of the coat and cape inward so as to once lap slightly at top and bottom,

the roll to be as wide as the knapsack. Roll from the end of the cape, compressing tightly; on reaching the sleeves, turn them into the roll, one sleeve overlapping the other; continue the roll to the end of the coat, still compressing; on reaching the end, pull the pocket formed by the turned-under flap over the coat, thus completing the roll, which the flap pulled over it holds firmly.

62. In strapping the overcoat to the top of the knapsack, stand the knapsack up and press the coat forward to bring the back of the roll flush with the back of the knapsack; this will make the coat overhang to the front and balance the pack properly on the back, preventing the top from hanging-off to the rear.

63. In the knapsack, at inspection or on the march in full dress, will be placed the undress coat and undress cap, the latter on the right, visor toward bottom of the knapsack, the top of the cap outward; the coats of privates folded to show in the centre of the coat two of the front buttons; non-commissioned officers' coats to show one sleeve with chevron. The coat-bag at inspection, when not in use, is to be folded in the pocket under the outer flap of the knapsack—the numbers on coat-bag and knapsack are to correspond.

64. Adjust the straps of the knapsack yoke before slinging. To suit the conformation of most men, the top straps of the yoke must be taken up as close as possible.

65. Haversacks and canteens are worn on the left side, straps over the right shoulder, hook of the haversack-strap to the front, tops of canteen and haversack even with the waist-belt; to shorten the canteen-strap, knot close to the canteen, the knot to be in front; knapsacks are slung outside the straps of haversacks and canteens; the numbers marked on haversacks and canteens are to correspond and be the same as the numbers on the wearer's arms and other equipments. In the

tents, haversacks and canteens hang on pegs on the sides of the racks.

66. The manner in which a soldier wears his belts has a great effect upon his general appearance. For instance, if the waist-belt is too loose it will sag below the proper place, and turn on the body so that the plate will be anywhere but in the centre of the body. If the waist-belt is too tight, it not only badly wrinkles the coat, but it interferes with the freedom of the soldier's movement.

If the cross-belt is too short, it will hoist the waist-belt above its proper place; if too long, it will allow the cartridge-box to flap uncomfortably.

67. The proper place for the waist-belt is just above and touching the lower front buttons and the back hip buttons; and the cross-belt should be of such a length as to bring the cartridge-box just under, but not raising, the waist-belt. In this way, the juncture of cartridge-box and cross-belt supports the waist-belt.

68. The bayonet-scabard, sliding by a loop upon the waist-belt, is worn at the left side, slightly to the rear of the hip-bone, but not so far back as to be inaccessible in fixing and unfixing the bayonet.

69. The breast-plate upon the cross-belt must not be allowed to slip down on the belt, but must be worn on the centre of the breast.

(For Bill of Dress, see Appendix, pages 1 to 7.)

INSTRUCTION.

70. Every member of the Corps, in addition to the necessary attendance at drills and meetings, is expected to use every means in his power to perfect himself in his duties as a soldier; he is expected to own and study the authorized Tactics, Law, and Regulations by which his duty is governed, and to make such use of his opportuni-

ties for instruction that he may be fitted to assume the duties of a higher grade, bearing constantly in mind the fact that the Corps is essentially a school for officers.

TERM OF SERVICE.

71. The original term of service is three years; re-enlistments may be made thereafter, for one, two, or three years, at the option of the soldier, provided he shall have served in such manner as to be entitled to an honorable discharge at the expiration of his previous enlistment. (*See Appendix, pages 48 and 49, Sect. 56, Chap. 411, Acts of 1887.*)

Re-enlistment for continuous service does not necessitate re-election to membership.

EXEMPTION FROM JURY DUTY.

72. No officer or soldier is liable to Jury Duty while in the Militia Service, and any officer or soldier who serves continuously and faithfully for nine years is exempt for life thereafter from the performance of Jury Duty. (*See Appendix, page 65, Sect. 151, Chap. 411, Acts of 1887.*)

DUTY.

73. The Militia Law of the Commonwealth requires the Corps to parade annually for drill upon a day to be designated by the Commander-in-Chief, at which time the efficiency of the Corps in drill, its attendance, and general appearance are officially and critically noted. The Corps is also required to perform five consecutive days of camp duty at some time during the months of June, July, August, September, or October, as may be ordered by the Commander-in-Chief, July being usually designated. In order to obtain the full benefit of the instruction resulting from this tour of duty, it has been customary to commence the encampment on Saturday afternoon

and end it on the following Saturday morning. (*See Appendix, pages 56 and 57, Sects. 106 and 107, Chap. 411, Acts of 1887.*)

It has also been customary to count the Monday in this tour as the Day of Annual Drill.

In addition to the above duty the Corps is liable to be called on for special duty as required by the Commander-in-Chief, as well as to aid the civil authorities in time of need to keep the peace. (*See Appendix, pages 55, 56, and 57, Sects. 98 to 102, and 114.*)

On the nineteenth day of October in each year it is customary for the Corps to celebrate the anniversary of its charter under the State Government in 1786, and its organization under the Provincial Government which occurred on the 16th of October, 1741.

Drills, by law, occur at least twice in each month, and may be by company or battalion as ordered. (*See Appendix, page 57, Sect. 116, Chap. 411, Acts of 1887.*)

All money received as compensation for duty is placed in the treasury (*See Art. VI., By-Laws.*) Fines and excuses for non-performance of duty are defined in Articles VII. and VIII. of the By-Laws.

The law and the By-Laws of the Corps require that every officer and soldier shall perform duty or pay the specified fines for its non-performance, unless exempted or excused as specially provided.

TABLE OF DUTY, COMPENSATION, AND FINES.

DUTY.	Pay per Day.	Total Pay.	Fine per Day.	Total Fine.
Annual Drill.....	\$2.	\$2.	\$4.	\$4.
Camp Duty (Five Days).....	2.	10.	4.	20.
Special Duty.....	2.	—	2.	—
Duty ordered by Command- ing Officer..... }	—	—	2.	—
Drills (24).....	—	—	1.	24.

The pay given in the above table is that of enlisted men. Officers are paid according to grade (*see Appendix, page 61, Sect. 127, Chap. 411, Acts of 1887*), but are subject to the same fines as enlisted men. (*See Appendix, page 64, Sect. 148, Chap. 411, Acts of 1887.*) Officers and non-commissioned officers are also liable to a fine of \$1 for absence from a meeting called for instruction, and electors are liable to a fine of \$1 for absence from an election of an officer. (*See Art. VII., By-Laws.*)

TOTAL ANNUAL EXPENSE.

74. The Annual Assessment (*see Art. IX., By-Laws*) cannot exceed \$20

(*This is the total annual expense incurred by a soldier who does all his duty.*)

The fines for Camp Duty and the Annual Drill (six days in all, at \$4 per day) are	24
Fine for Anniversary Parade	2
Fines for meetings (two each month, or 24 in all, at \$1 each) are	24

Total of Assessment and Fines, provided a soldier did no duty	\$70
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The above are exclusive of Election Fines, which are very rare, and a fine for absence of non-commissioned officers from certain meetings for instruction which concerns them only. It is not to be presumed that soldiers whose annual bills would amount to the extreme possible aggregate given above would be kept long on the rolls.

EXCUSES FROM FINES.

75. No members of the Corps can have fines remitted except in special orders, after the voucher for each excuse has been examined and approved by order of the Commanding Officer.

Captains will forward to headquarters all applications for excuses, enclosing vouchers in case of disability, or naming duration and cause in case of furlough.

Under Article VII. of the By-Laws, "staff officers, except the Adjutant, and non-commissioned staff officers, except the Sergeant Major, are exempt from fines for non-attendance at drills, but not from other duty when ordered to attend. Musicians are exempt from all fines."

No leave of absence to an officer, nor furlough to a soldier, will be given except in case of actual absence beyond the limits of the Commonwealth, and every leave or furlough ceases the moment the officer or soldier receiving it enters the State borders. No leave of absence or furlough to exempt from fines will be given to an officer or soldier whose absence is for his own pleasure, except in case of a trip beyond the sea. That is to say, a pleasure vacation beyond State limits will not exempt from fines, although a formal leave or furlough should be obtained.

All medical certificates of disability to perform duty are worthless unless signed or approved by one of the Medical Officers of the Corps. No notice will be taken of a physician's certificate unless so approved.

A certificate of disability can only be renewed by the approval of one of the Medical Officers of the Corps, the same as when originally obtained.

76. The law relating to excuses from duty will be found in the Appendix, page 60. Section 126 gives the Commanding Officer the right to excuse, according to the rules which may be adopted in the By-Laws of his command. His power is therefore controlled in this Corps by Article VIII. of its By-Laws, which expressly prohibits the granting of excuses except for physical disability upon the certificate of one of the Medical Officers of the Corps, or for absence.

Recruits should take notice and understand at the outset the principle which governs this most important

element in the interior economy of the Corps. It is "Play, or Pay." If the ranks lose the services of a soldier, the treasury gets the benefit of his fine — unless one of the Medical Officers of the Corps declares him disabled, or unless he is absent for some purpose beyond his own pleasure.

ARREARS TO THE TREASURY.

77. It is the duty of the Treasurer to post in the Armory, on the evenings of monthly meetings, a list of members who are three months or more in arrears to the Corps, together with the amount due from each.

The Treasurer and Finance Committee are empowered to employ counsel, and take such legal steps as may in their judgment seem necessary, in the prosecution of all claims of the Corps against its members or other persons.

(The two paragraphs above are taken from a vote of the Corps passed April 1, 1889.)

In addition to this vote of the Corps, the law of the State carefully protects the treasury of the Corps. (*See Appendix, pages 64 and 65, Sects. 147 and 148, Chap. 411, Acts of 1887.*)

ARMORY RULES.

78. Members of the Corps may introduce strangers (*i.e.*, persons not on the Active, Honorary, Fine, or Veteran Lists) at any reasonable time; but such strangers may not participate in exercises or games.

No firing with fixed ammunition is allowed except with the regular arm, and then only in the presence and under the instruction of a commissioned officer.

No muskets or equipments are to be taken from the Armory except by permission of the Commanding Officer or Company Commanders; and an officer giving permission to a soldier to take such articles, becomes responsible for them.

Exercises and games of any kind are prohibited on Sunday.

No wine, beer, or liquor will be kept or used in the Armory.

Every member is expected to see that gas is not wasted, and that all property of the Corps, when not in use, is kept in its appointed place.

OFFICERS.

79. The Commander-in-Chief, Governor of the Commonwealth, is, for the time being, *ex officio*, the Honorary Colonel of the Corps.

80. Its actual command devolves upon the Lieutenant Colonel, who is responsible for instruction, discipline, and general administration of affairs. He is also responsible to the State for the arms, colors, and other property for which he may receipt, and to the Corps for the care of its property and its financial condition. His authority is absolute in the direction of expenditure and his responsibility undivided, except that he does not have custody of the funds, for which the Treasurer is accountable.

81. The Major assists the Lieutenant Colonel, and, in his absence, assumes his duties.

82. The Lieutenant Colonel and Major are designated as Field Officers. (A Colonel is similarly designated.)

83. For the proper division of labor, the Corps has a number of staff officers who have special duties, each in his own department.

84. The Adjutant, ranking as First Lieutenant, is the medium through whose office all orders to the Corps are published and all correspondence passed. He is at once the mouth-piece of the Commanding Officer and the

chief clerk of the Corps; but in addition to his clerical duties he has military functions prominent in certain ceremonies, formations, parades, and drills.

85. The Quartermaster, ranking as First Lieutenant, has charge of transportation, quarters, food, and supplies of all kinds. He also has immediate charge of all property in the Armory, at the Camp Ground, or elsewhere, belonging to the Corps, and a superintendence over all persons employed by the Corps.

86. The Medical Officers are, a Surgeon, ranking as Major, and an Assistant Surgeon, ranking as First Lieutenant. Their duties are professional, and cover not only the treatment of the sick, but the examination of candidates for admission to or discharge from the Corps as to physical ability for duty. The Medical Officers have also certain advisory duties of a sanitary character and supervision over all matters appertaining to the health of the Corps.

87. The Paymaster, ranking at present as Captain, is the Treasurer of the Corps. He is also its mustering officer. He has custody of the funds, makes collections and disbursements, keeps the enlistment book and muster book, makes out pay and muster rolls, and generally does everything necessary in the book-keeping of the Corps relating to its membership as well as its money.

88. The Inspector of Rifle Practice, ranking as First Lieutenant, has duties indicated by his title. In addition to instructing recruits and soldiers in shooting, he is ordnance officer, and looks after the condition and supply of rifles, ammunition, and equipment in the direction of his particular province.

89. A Chaplain has no military rank, except that, in addition to the respect due his profession, he is entitled to be saluted the same as any commissioned officer below the rank of a general officer. He quarters and is borne on the rolls with the staff.

90. Staff Officers act under the direction of the Commanding Officer, each in his own department, except that no interference is made in the professional work of the Medical Officers, who, in medical matters, report through the Commanding Officer to the Surgeon-General.

91. Staff Officers may be directed to assume temporarily the duties of any other staff department than their own except the medical department, or officers of the line may be in like manner detailed for staff duty.

92. Captains and Lieutenants serving with their companies are designated as Line Officers.

93. Captains command companies. In the other organizations of the Volunteer Militia, Captains are responsible to the State for all the property issued to their companies, and they are also the recruiting officers for their several companies; but the Captains in this Corps escape both these burdens, for the reason that the law makes the Commanding Officer of the Corps assume both.

94. The First Lieutenant assists the Captain, and assumes his duties in his absence.

95. The Second Lieutenant assists the Company Commander, and assumes the duties of the First Lieutenant when that officer is absent. This might bring him in command of the company. Hence it is incumbent upon the Lieutenants to be prepared to assume command at any time.

96. The Constitution of Massachusetts requires that all officers below the rank of Major-General shall be elected by the votes of subordinates—an anomaly, which, however, must, of course, be sustained by all officers whose oaths require them to support the Constitution which contains it; although such an introduction of town-meeting principles is an element of danger to military discipline.

In order to modify as far as possible this evil, a custom of observing promotion by seniority has prevailed in this Corps for many years, and has not only resulted in providing the Corps with officers trained through lower grades for their work, but has left no cause for ill-feeling which might come from rival candidature. The elections are held as prescribed; but they are matters of form only, so long as the candidate is wisely made the officer next by seniority to the vacancy.

97. For the method of electing or appointing officers, see Appendix, pages 44 to 47.

The principal points to be observed are as follows:—

At least four days' notice must be given to the electors, the order to state distinctly the time and place for the election and the vacancy to be filled, also naming the presiding officer, who must not rank below a Captain. No officer who is a candidate can preside, except to adjourn a meeting if the designated presiding officer fails to appear.

The electors must appear in uniform, generally undress.

A quorum of the electors must be present before an election can proceed.

A certified roll showing the names of all the electors must be in possession of the presiding officer, who must cause it to be called previous to the election.

No officer can vote as an elector unless he has been qualified under his commission, and no enlisted man can so vote unless he has been mustered in.

Votes must be written or printed, and a majority of the votes cast is required for election.

In the absence of a quorum of the electors, or if the electors fail to elect, the meeting may be adjourned twice only, and then for a period not exceeding two days.

When the electors neglect or refuse to elect, the Governor has the power to appoint a suitable person. (*Sect. 51, Chap. 411, Acts of 1887.*) The Commanding Officer usually nominates the appointee.

98. The following paragraphs relating to insignia of rank will show also the grades of officers above Lieutenant Colonel, both in the Army and Navy:—

Insignia of Rank.

Epaulettes are worn only by general officers; those of the *General of the Army* are marked with two silver stars with the arms of the United States in gold between them; a *Lieutenant-General* has three stars, the centre one larger than the others; a *Major-General* has two stars, one larger than the other; and a *Brigadier-General* has one star. The shoulder-straps of general officers are marked in the same way except that the two stars of the *Major-General* are of the same size.

Shoulder-knots and shoulder-straps are made upon dark blue cloth for the general staff, light blue for infantry and cadets, yellow for cavalry, and scarlet for artillery.

The shoulder-knots and shoulder-straps of officers below the rank of General are marked as follows:—

Colonel, a silver eagle.

Lieutenant Colonel, two silver leaves.

Major, two gold leaves.

Captain, two silver bars at each end.

First Lieutenant, one silver bar at each end.

Second Lieutenant, plain.

The number of the regiment is borne on shoulder-knots, but not on straps.

Officers of the staff have letters denoting their departments on their shoulder-knots, but not on their straps.

Officers are allowed to wear the insignia of their rank upon the corners of the collars of their undress coats.

Overcoats of officers have knots of black silk braid above the wrist on each sleeve, as follows:—

General Officer, five braids, double knot.

Colonel, five braids, single knot.

Lieutenant Colonel, four braids, single knot.

Major, three braids, single knot.

Captain, two braids, single knot.

First Lieutenant, one braid, single knot.

Second Lieutenant, without braid.

Buttons on the breasts of officers' dress coats are placed as follows (in double row) :—

General, by fours.

Lieutenant-General, the upper and lower groups by threes, middle groups by fours.

Major-General, by threes.

Brigadier-General, by twos.

Buttons of *other officers*, equidistant.

The coat-collars and cuffs of general officers are of dark blue velvet; of other officers, same material as the coat.

General officers only, wear sashes (of yellow silk).

Sword-belts are as follows :—

General officers, red Russia leather with three rows of gold embroidery.

Field officers (Colonel, Lieutenant Colonel, and Major), broad stripe of gold lace.

For *all other officers*, four stripes of gold lace interwoven with silk of the color of their arm of the service, staff officers with black.

Sword-knots for general officers are of gold with acorn end; for other officers, gold with gold tassel.

The rank of army and navy officers is assimilated as follows :—

General,	with	Admiral.
Lieutenant-General,	“	Vice-Admiral.
Major-General,	“	Rear-Admiral.
Brigadier-General,	“	Commodore.
Colonel,	“	Captain.
Lieutenant Colonel,	“	Commander.
Major,	“	Lieutenant Commander.
Captain,	“	Lieutenant.
First Lieutenant,	“	Master.
Second Lieutenant,	“	Ensign.

The shoulder-straps of these grades correspond generally, the naval officers bearing an embroidered anchor added to the other symbols.

NON-COMMISSIONED OFFICERS.

99. The non-commissioned officers of the Corps are appointed by the Lieutenant Colonel commanding, and may be by him returned to the ranks. They have warrants signed by him, and wear their insignia of rank in the form of chevrons upon both sleeves of their coats above the elbow, except that on the overcoats the chevrons are placed below the elbow in order that the cape may not hide them.

100. The Sergeant Major is the ranking non-commissioned officer. He is the assistant of the Adjutant. As such, he has certain military functions in ceremonies, formations, parades, and drills, but his most important duties are clerical, in the Adjutant's office, where he is specially charged with the consolidation and keeping of reports of the strength of the Corps.

101. The Quartermaster Sergeant is the assistant to the Quartermaster. Under the Corps By-Laws he is also usually appointed as the clerk of the Corps at meetings, etc., and Librarian.

102. The Hospital Steward is the assistant to the Medical Officers. He not only assists them, so far as he can, in their professional work, but acts toward them in their department the same as the Sergeant Major acts toward the Adjutant and the Quartermaster Sergeant toward the Quartermaster.

103. The Drum Major has charge over the musicians, and acts under direction of the Adjutant.

104. The chevrons of non-commissioned officers are of sky-blue cloth half an inch wide, worn on both sleeves above the elbow, points down, as follows:—

Sergeant Major, three bars and an arc of three.

Quartermaster Sergeant, three bars and a tie of three.

Hospital Steward, a half chevron of green cloth piped with yellow, and bearing a "caduceus."

Drum Major, three bars and a bugle.

First Sergeant, three bars and a lozenge.

Sergeant, three bars.

Corporal, two bars.

105. *Five years' service* is indicated by a single stripe placed diagonally above each wrist, the front end half an inch from the wrist. Each additional five years, to have similar stripe.

106. Each company has one First Sergeant, four sergeants, and four corporals. The provisions of the Massachusetts Regulations concerning them are very full and clear, and are given entire in the Appendix, pages 15 to 18, to which members of this Corps must give careful attention.

107. Each regiment of the Massachusetts Volunteer Militia is allowed two color sergeants, two general guides ranking as sergeants, and six color corporals; but in this Corps these places are filled by detaching sergeants and corporals from the companies. Color sergeants wear crossed flags above their chevrons.

108. Markers, two in number, are detailed from the corporals or privates.

109. Non-commissioned officers must be treated with respect, but are not saluted, by inferiors.

DISCIPLINE.

110. This essential of military duty is so important, and the directions concerning it in the Regulations for the Massachusetts Volunteer Militia are so full and clear, that the entire Article (VI.) concerning it is printed in Appendix, pages 8 to 15, which every recruit must carefully study; and after so doing he may find the following explanations regarding military courtesy useful.

MILITARY COURTESY.

111. Militia soldiers who meet in rooms, drill in halls, and dwell in tents, are often puzzled to define exactly what is meant in the Regulations by the term "in doors," and per contra. They are also sometimes placed in awkward situations by inconsiderate officers.

In explanation of this the following paragraphs from Regulations M. V. M. are cited: —

255. When an officer enters a room where there are soldiers, the word *attention* is given by some one who perceives him; when all rise, remain standing in the position of the soldier without saluting, and, unless addressed, preserve silence until the officer leaves the room; if at meals, they will not rise.

262. In doors, a soldier when unarmed, uncovers and stands at attention, but does not salute; in all other cases he salutes as prescribed, without uncovering.

263. A non-commissioned officer or soldier, being seated, and without particular occupation, rises on the approach of an officer, faces towards him, and salutes; if standing, he faces toward the officer for the same purpose. If the parties remain in the same place or on the same ground, such compliments need not be repeated.

264. If actually at work, soldiers do not cease it to salute an officer, unless addressed by him.

112. The interior of a tent, or a company room not in use for drill, is clearly "in doors."

The drill hall of an Armory is to be considered as "out of doors."

113. Paragraph 255 and the first half of 262 refer exclusively to soldiers "in doors."

Paragraph 263 refers exclusively to soldiers "out of doors."

Paragraph 264 refers to soldiers both "in doors" and "out of doors."

114. Officers who see men actually at work, should be careful not to address them unless absolutely necessary, and then only after speaking the cautionary words "do not rise," or remark to that effect. This will prevent loss of time, and, in the case where a soldier is at work upon his piece, equipments, or uniform, will often prevent great inconvenience.

115. When bathing, the men are to be considered as "at work" — this upon the same principle as at meals.

116. A careful reading of the paragraphs cited above will show the principle that the soldier, unarmed, in doors, and there naturally uncovered, does not carry his hand to his head to salute an officer; while, unarmed, out of doors, and there naturally covered, he renders this courtesy by touching his hat.

117. The salute to be tendered to an officer by a soldier, covered, but unarmed, is laid down in paragraph 18, Infantry Tactics.

To ensure uniformity with the custom now prevalent in the United States Army, this salute will hereafter be slightly modified, and given as follows:—

Raise the hand farthest from the officer, to the front, palm inward, fingers extended and joined, fore-arm horizontal, elbow near the side, and look toward the officer.

Raise the arm and bring the thumb and side of the forefinger to the edge of the visor, the elbow as high as the shoulder.

Retain this position till the salute is acknowledged.

Drop the hand to the side, making an almost imperceptible pause in the position first described.

Execute these movements quietly and gracefully, without jerk, but not sluggishly.

118. Out of doors, a soldier, armed or unarmed, when

in motion, does not halt in saluting an officer. He commences the salute a few paces from the officer. If the officer fails to acknowledge the salute, the soldier drops the hand after the passage.

119. A soldier carrying a burden requiring the use of both hands, makes no attempt to salute an officer in passing — because a soldier so employed is “at work.”

120. Under no circumstances will a soldier attempt to salute in a sitting position.

121. A soldier in a tent need not notice an officer passing; but if the soldier is in the front or opening of the tent, and unoccupied, he should step out and salute, unless it is evident that the officer intends to enter — in which case the soldier rises and acts as already prescribed.

122. In holding communication with officers, soldiers habitually use the word “*Sir*,” particularly in answering questions or making requests.

Soldiers stand at “attention” while communicating, unless on guard.

261. A soldier makes the prescribed salute with carbine, musket, sabre, sword, or hand, before addressing an officer; he also makes the same salute after receiving a reply.

123. Militia recruits are sometimes apt to confuse the armed salute out of ranks, when not on guard, with the salutes of Sentinels. They sometimes confuse the armed and unarmed salutes. Observe that armed soldiers never carry the hand to the hat. Thus, soldiers armed with musket or carbine, out of ranks and not sentries, salute all officers with the Sergeant’s salute. To execute this, bring the piece to a carry, throw the left arm horizontally to the front, fingers extended, palm down; then bring the hand around briskly to strike the piece at the right shoulder; when the salute is acknowledged, throw the left hand again to the front, and then to the side.

124. Officers and soldiers, not under arms, must not forget to raise the hat to the colors. (*Appendix, page 42.*)

125. The recruit, upon reading these paragraphs and those of the article on Discipline quoted in the Appendix, will miss their true intent, unless he perceives that the customs of courtesy in military discipline and the rules for the courtesy of good breeding in ordinary life are synonymous. When reduced to expression for military purposes they become naturally more formal than the unwritten customs of every-day life; but they are none the less analogous—and the members of this Corps ought never to forget that a good soldier must be a true gentleman.

GUARD DUTY.

126. When troops are in garrison, camp, or bivouac, it is customary to ensure safety and protection by guards regularly posted, under general rules carefully laid down for their guidance. In the field, when near the enemy, or when the approach of an enemy is expected, outer guards, variously denominated "Pickets," "Outposts," or "Grand Guards," are established. There are also always interior details called "Police Guards," of which each regiment, battalion, or detachment has one, taken from its own numbers and controlled by its own commanding officer.

127. The truest exponent of the good discipline of a battalion, and the greatest ornament a camp can have, is a neat, soldierly, and alert Guard.

128. The term "*Police Guard*," is confusing to many recruits; because, to police a camp means to clean it; but it is a *fatigue* guard that does the cleaning, and the term "*police*," as applied to the guard furnishing sentinels for a camp, is used in the sense of regarding these

sentinels as policemen. "Camp Guard," or "Quarter Guard," would seem to be a better term.

129. Camp Guards are detailed every day and serve twenty-four hours. The officers and men who compose them are notified during the previous evening, the officers by the Adjutant, who reads their detail at evening parade, besides sending notice to their quarters; and the men by the First Sergeants, who warn them at Tattoo Roll Call.

130. Chief in authority over the guard is the Officer of the Day, who is detailed as the executive officer of the camp for the time being, not only over the guard, but in charge of all matters in camp requiring the general oversight from such an officer, apart from affairs which are the special duties of other officers. A Field Officer or a Staff Officer may be detailed as Officer of the Day if emergency requires, but Line Officers are generally selected. Officers of the Day are relieved from other duty during the twenty-four hours of their tours as such. They receive orders from, and are responsible directly to, the Commanding Officer for the good order and general discipline of the camp.

131. In immediate charge of the guard, and quartering with it day and night under control of the Officer of the Day, detailed and relieved from other duty and for the same length of time, is the Officer of the Guard, generally a Lieutenant, taken from the Line Officers. He has special duties, which are particularly described later on.

132. Acting under the Officer of the Guard are the non-commissioned officers of the guard, a Sergeant (often two Sergeants), and three Corporals.

133. The Guard is divided into three watches, called reliefs, each of which is in immediate charge of a Corporal. These reliefs are composed of privates called Sentinels. The Guard has also a musician called the Guard Drummer, or he may be a bugler; like the other members

of the Guard, he quarters constantly with it, day and night, and is relieved from other duty.

134. Although no officer or soldier, during the twenty-four hours for which he is detailed on guard, is, strictly speaking, off duty, it is customary to describe the division of the time for each relief as "two hours on" and "four hours off," which means that each relief when posted as sentinels, is "on," and when "off" is a part of the reserve or body of the Guard, liable to certain calls which are described hereafter.

135. Guard Mounting is the ceremony (described in Tactics) by which the Guard is assembled and marched to its post. This customarily occurs at about eight o'clock in the morning. The hours for the duty of the relief are generally divided as follows:—

FIRST RELIEF.	SECOND RELIEF.	THIRD RELIEF.
8 A.M. to 10 A.M.	10 A.M. to 12 M.	12 M. to 2 P.M.
2 P.M. to 4 P.M.	4 P.M. to 6 P.M.	6 P.M. to 8 P.M.
8 P.M. to 10 P.M.	10 P.M. to 12 (M'dn't)	12 (M'dn't) to 2 A.M.
2 A.M. to 4 A.M.	4 A.M. to 6 A.M.	6 A.M. to 8 A.M.

Thus, each relief, in the aggregate, is eight hours "on" and sixteen hours "off."

136. Extra men, called supernumeraries, are often mounted (*i.e.*, marched on duty) with a guard for the purpose of instruction, or to reinforce the Guard if required.

OFFICER OF THE DAY.

137. At the ceremony of Guard Mounting there are present two officers of the day—one, called the "Old Officer of the Day," who is about to be relieved from duty; and the other, called the "New Officer of the Day," who is about to go on duty.

138. When the new guard, after performing the ceremony of guard mounting, has marched from the parade

to the guard quarters, and the guards have exchanged salutes, both Officers of the Day repair to the ground in front of the guard quarters, where each is saluted by his own guard. This done, the new guard commences to relieve the old guard, while the New Officer of the Day, assisted by the Old Officer of the Day, informs himself regarding all matters appertaining to the guard and camp.

139. Both Officers of the Day then wait upon the Commanding Officer. Remaining covered and standing, they salute him. The Old Officer reports, "*Sir, I report being relieved as Officer of the Day,*" at the same time handing in the Guard Report.

140. After the Commanding Officer has examined the report, he will turn to the New Officer of the Day, who will report, "*Sir, I report for orders as Officer of the Day.*" The Commanding Officer will then give such orders as may be necessary.

141. The Officer of the Day visits the guards during the day and night, at such times as he may deem necessary, to ascertain how they perform their duty. He is required to make his rounds once between midnight and reveille. Where there is no Officer of the Guard, the Officer of the Day must visit each relief and sentinel at least twice during his tour; one of these visits to be between midnight and reveille.

142. The *countersign* is a word given daily to enable guards and sentinels to distinguish persons, and to facilitate the police regulations, at night. It is given to such persons as are entitled to pass and repass during the night, and to officers, non-commissioned officers, and sentinels of the guard. For officers commanding guards, a second word, denominated *parole*, will be given at the same time to such officers as are entitled to make visits of inspection or grand rounds at night.

143. It is the duty of the Officer of the Day to communicate the countersign and parole, before retreat, to the Officer of the Guard, whose duty it is to transmit the countersign to the sentinels before twilight, or before they begin to challenge. The Officer of the Day will usually transmit his orders to the sentinels through the Officer of the Guard.

144. The Officer of the Day directs patrols and special visits of the Officer of the Guard to particular places, with a view to the preservation of order and vigilance throughout the camp or garrison, and, if necessary, its vicinity.

145. The Officer of the Day inspects the guard at reveille.

146. The Officer of the Day is never dispensed with; he must take his tour by land or sea, on the march or on transport, and under all circumstances under which the command is placed. His duties are slightly modified, according to circumstances; but he has the general charge of the order and discipline of the command for the day, and the instruction and posting of guards for the preservation of the same. Where there is no Provost Marshal, he performs the duty usually belonging to that officer, — takes charge of prisoners, arrests offenders and depredators, and has them taken care of.

147. The Commanding Officer is generally greatly dependent upon the Officer of the Day, and upon the manner in which he performs his duty, especially in the vicinity of the enemy; in time of danger, the Officer of the Day can relieve him of much care and anxiety; in more quiet times, at rest, or on the move, the comfort of every one is affected by the order, quiet, and cleanliness which the Officer of the Day enforces.

148. The Officer of the Day constantly wears sword and belt, also (in this Corps when it encamps separately) a crimson sash across his body, over the right shoulder

and under the left arm. He conforms in uniform (service dress or full dress) to that which he orders the guard to wear.

149. Special instructions for the Officer of the Day appertaining to his particular duties in camp with this Corps, will be found prescribed later on.

OFFICER OF THE GUARD.

150. It is the duty of the Officer of the Guard to inspect the Sentinels of each relief, both when they go on and come off their posts; to cause the rolls to be called as prescribed; and by every means in his power to keep the men under his command in the most perfect state of vigilance and preparation. He will impress upon each man the necessity of care, neatness, and soldierly bearing, and realize himself that nothing is more calculated to show the drill and discipline of a regiment than the appearance and bearing of a Sentinel on post, or a guard at its station.

151. The Officer of the Guard will be responsible for the security of the prisoners committed to his charge; it will be his duty to suppress all riots and disorders; in case of fire, to give the alarm, and be instrumental in extinguishing it.

152. The Officer of the Guard is also to superintend the conduct of the non-commissioned officers, taking care that they are properly instructed in their duties, that they maintain a proper authority, and prevent every species of irregularity among the men.

153. The Officer of the Guard must particularly ascertain that the Corporals have properly instructed the Sentinels of their reliefs, and that they visit them frequently for this purpose.

154. The Officer of the Guard will visit the Sentinels after the Corporals, and instruct them as prescribed for Corporals.

155. An officer is to remain constantly with his guard, except while visiting the Sentinels, or necessarily engaged elsewhere on his proper duty.

156. An officer commanding a guard, when going to visit Sentinels, or leaving for any other purpose, will state to the next in command his destination, and the probable time of his absence.

157. The officer and Sergeant must never be absent from the guard at the same time, and only one Corporal is to be absent from the guard-tent at a time, except when the reliefs are marching or calls from Sentinels are being answered. The officer and Sergeant divide the night as to sleeping, and one Corporal also must always be awake.

158. The Officer of the Guard constantly wears his sword, and neither officers nor soldiers are to take off their clothing or accoutrements while on guard.

159. The Officer of the Guard must see that the countersign is duly communicated to the Sentinels.

160. In case one of the guard deserts, the Officer of the Guard must immediately change the countersign, and send notice thereof to the Officer of the Day, who is to communicate the same to the other guards and to headquarters.

161. The Officer of the Guard will give to the Officer of the Day, at guard mounting, a report of his tour of service, in form as prescribed.

162. The receipts given by the Officers of the Day or Guard, on relieving each other, cover their entire accountability for the property, and they are not beyond this chargeable for it. No direct individual responsibility is otherwise incurred by them for these articles; nor are they required to render returns for them.

163. The commander of a guard receives and obeys the orders of the Officer of the Day and the Commanding Officer only. Orders received through any other

source than the Officer of the Day will at once be reported to him.

164. The New Officer of the Guard becomes responsible for the prisoners after they are verified and turned over to the custody of his guard. He is responsible for the general safety of the camp as soon as the old guard marches away from the guard quarters. In case of any emergency occurring there while both guards are present, the senior officer of the two guards must be responsible.

165. As one of the important duties of the Officer of the Guard is to see that the calls for the duty of a camp are promptly given, each New Officer of the Guard before marching on at guard mounting should see that his watch is correctly timed.

166. On arriving at the guard quarters, after rendering the salutes prescribed, the officer of the new guard causes it to be divided into reliefs, *first, second, and third*, from right to left, and sees that the duty of relieving the old guard goes forward without loss of time. While this is doing, the off reliefs of the two guards stand at *place rest*, and the old commander gives to the new all necessary information and instruction relating to the guard and its duties. The new commander then proceeds to take possession of the premises and articles in charge of the guard. He dismisses his guard when the old guard has marched about fifty paces from its post. If there be no arm racks, he will first cause arms to be stacked, unless the weather be wet, in which case the arms will be placed in the tents.

167. As soon as possible after the old guard has marched off, the commander of the new guard will question his non-commissioned officers relative to the instructions they may have received from the old guard, and then visit the Sentinels for a like purpose, taking care in so doing that each non-commissioned officer and sentinel is properly instructed in his duties and under-

stands them. He may order patrols and rounds to be made when he thinks necessary. He must visit each Sentinel at least once during the tour of each relief between reveille and grand rounds, and see that either he or the Sergeant of the Guard does the same between grand rounds and reveille.

168. The Officer of the Guard must never forget that the efficiency and appearance of his guard depend upon the way in which the guard is handled. No fault, even the slightest, must ever be allowed to pass unchecked. Tact, patience, and skill are the indispensable qualities of the officer who would have a perfect guard.

SERGEANT OF THE GUARD.

169. The Sergeant of the Guard should be familiar with the duties of the Officer, since he may be called upon to command, in which case his general duties are the same as those of the Officer of the Guard.

170. The Sergeant of the Guard receives orders from the Officer of the Guard, the Officer of the Day, and the Commanding Officer, and takes orders from no other persons. Should the two latter give him orders, he reports the same to the Officer of the Guard.

171. A non-commissioned officer in command of a guard will perform the duties of the Sergeant of the Guard, as well as those of the Officer of the Guard. He will not, however, be required to receipt for the articles in charge, though he will be held accountable by the Officer of the Day for their safe keeping and preservation from injury.

172. Should there be no Sergeant on guard, the senior Corporal performs the duties of the Sergeant of the Guard.

173. The Sergeant of the Guard has general supervision over the other non-commissioned officers and the

privates and musicians of the guard. He must be thoroughly familiar with the duties of Corporals of the Guard and of Sentinels.

174. He will see that the reliefs are turned out at the proper time, and that the Corporals thoroughly understand and are zealous and prompt in the discharge of their duties.

175. He will designate a non-commissioned officer of the guard to take the place of the Corporal whose relief is on post, should the latter be called away from the guard tents.

176. He will cause the guard quarters to be policed at the hour designated for *fatigue*, and at all other times when their condition requires. Should there be prisoners, they will be used for this purpose; otherwise the policing will be done by members of the guard. Under no circumstances must the guard quarters be left in disorder as the tour of the guard is about to terminate.

177. Immediately after guard mounting, the Sergeant of the Guard will prepare duplicate lists of the names, number of relief, and posts of all the non-commissioned officers, privates, and musicians of the guard. One list will be handed as soon as possible to the Commander of the Guard; the other will be retained by the Sergeant.

178. The Sergeant is directly responsible for the articles in charge of the guard, and will see that they are properly cared for. If there be a guard house where prisoners are confined under lock, the Sergeant keeps the key. He also keeps the key of the gate, if any, by which the entrance of carts and carriages is controlled.

179. Upon the return of soldiers having passes, their passes will be given up to the Sergeant of the Guard, who will register the time when the holder of each returns. At guard mounting he will turn over to the Officer of the Guard all passes so received, together with the register of them.

180. At *First Sergeant's Call*, the Sergeant of the Guard will proceed to the Adjutant's office, not to report or receive orders, but to obtain such information as may keep the Officer of the Guard acquainted with what is to be done.

181. At Reveille, the Sergeant of the Guard, accompanied by two armed men of the guard, hoists the colors of the camp, and at Retreat lowers them. In fine weather the garrison flag is used; in wet weather the storm flag. To carry the garrison flag to and from the flag-staff, the Sergeant will take an unarmed man from the guard if he can be spared without depleting the guard too much. This man marches between the two armed men while carrying the flag, and as a file-closer otherwise.

182. The flag is raised at the first note of Reveille, and lowered at the last note of Retreat.

183. The Sergeant of the Guard, in the presence of the Officer of the Guard, parades the guard at Reveille and Tattoo. He brings it to *support arms* and calls the roll, each man, as his name is called, answering "*Here,*" and bringing his piece to a *carry* and an *order*; the Sergeant then brings the guard to a *carry*, faces about, salutes the officer, and reports the result of the roll-call.

184. Whenever the guard is turned out, it is the duty of the Sergeant of the Guard to form it. He stands three yards in front of and facing the centre, and commands "*Fall in.*"

The guard falls in, facing to the right, with bayonets fixed, in single or double rank as may be habitual, arms at a *carry*. The Sergeant then commands "*Left face,*" faces about himself, salutes the Officer of the Guard, and takes his post on the right of the guard (except as previously prescribed for roll-call).

185. When the guard is formed prior to marching off, the Sergeant, before taking post on its right, will cause it to "*Count fours.*"

186. When directed by the Officer of the Guard to "*Dismiss the guard*," the Sergeant will step two paces to the front and face to the left before giving his commands. He always takes post in this position (on the right, two paces in advance of the line of the front rank) to dismiss the guard.

187. The Sergeant of the Guard writes up the Guard Report on the prescribed form, noting under "*Remarks*" all material occurrences, such as the number of times the guard is turned out, the hour, and for whom, notable changes in weather, disturbances, etc. Against the names of prisoners will be noted the time and cause of confinement, by whose order confined, and whether charges have been preferred. This report, noted up to the last moment, the Sergeant hands to the Officer of the Guard just before guard mounting. (*For the form of Guard Report and Register of Passes, see Appendix, pages 39 and 40.*)

188. A good Sergeant of the Guard is like a good First Sergeant of a company. He can and should exercise great influence in keeping the guard always alert and up to its duty, acting constantly as the assistant to the Officer of the Guard, using good common sense in emergencies or regarding matters of detail which cannot be specifically set down in his instructions, and controlling those under him with tact and patience, but with firmness and vigor.

CORPORAL OF THE GUARD.

189. The Corporals of the Guard should acquaint themselves with the duties of the Officer of the Guard and the Sergeant of the Guard, because the exigencies of service may require them to perform the duties of either.

190. Corporals of the Guard receive orders from the Sergeant of the Guard, Officer of the Guard, Officer of

the Day, and the Commanding Officer, and take orders from no other persons. Should the two latter give a Corporal orders, he will report the same to the Officer of the Guard, or to the Sergeant if the Officer is absent.

191. Corporals of the Guard report promptly to the commander of the guard all neglect of duty, disobedience of orders, or violation of regulations by members of the guard, or any other circumstance which may be discovered at variance with the rules laid down for the safety of the camp.

192. Immediately after the Officers of the Day have made their visit to the guard, it is divided into three reliefs. The senior Corporal is assigned to the first, the next to the second, and the third Corporal to the last relief.

193. The Corporal answers the calls of the Sentinels of his relief for *Corporal of the Guard, etc.*; but if he should be absent, one of the other non-commissioned officers answers the call. Each Corporal makes a list of his relief in duplicate; one copy he retains, and the other he gives to the Sergeant of the Guard. The Corporal whose relief is on post is excused from parading with the guard. This is to enable him to answer calls. If the guard is small, there may be but one Corporal, in which case he would be required to post all the reliefs; but when there is no officer, and a Sergeant commands the guard, he should be required to divide duties with the Corporal. The Corporal (or Sergeant) parades, posts, and instructs the Sentinels of the reliefs to which he is assigned.

194. The Corporals in posting their reliefs will see that each Sentinel transmits all the special orders (both for night and day) to the Sentinel relieving him, and not allow a Sentinel to leave post with the expression, *Orders as usual*. Each Corporal will visit the Sentinels of his relief at least twice during each two hours they are on

post, on the first visit giving them all their orders, and on the second, asking them their orders, to ascertain if they are conversant with them.

The Corporal is held to a strict accountability by the Officer of the Guard, or Sergeant in the absence of an Officer, that the Sentinels are fully and properly instructed.

195. Corporals of the Guard must never lose sight of the fact that their special use and duty is to post correctly and instruct thoroughly the Sentinels of the guard, each Corporal in charge of the members of his own relief. The efficiency of the guard very largely depends on the minuteness with which the Corporals perform this task; and if a Sentinel is caught making a mistake or keeping his post in an unsoldierly manner, the fault is a direct reflection upon the ability of the Corporal of his relief.

196. It is a custom of this Corps, in its camps, to put first on guard all its recruits, in order that they may be taught early, by actual practice, the principles of guard duty. Under these circumstances, the position of a Corporal of the Guard is no sinecure. The more recruits he has in his relief, the harder he must work, until every one of them is not only properly instructed theoretically, but until all are able to put in practice, in a soldierly manner, every thing that the Corporal has to teach them. Hence a conscientious Corporal will allow himself no rest while his relief contains a man who cannot show to advantage. At odd moments off duty, a quiet word with a recruit will do much good, when the Corporal can make him recite his instructions, until the man is letter perfect. No Corporal is fit to wear his chevrons at the guard tent unless he can rapidly repeat, without misplacing or missing a word, the entire "*Instructions*" that each Sentinel of his relief must, under his tuition, be made to memorize.

MUSICIANS OF THE GUARD.

197. Musicians of the Guard are members of it, and are subject to the orders only of the Commanding Officer, the Officer of the Day, and the officers and non-commissioned officers of the guard.

198. Musicians remain at the guard quarters during the whole tour of the guard to which they are detailed; they fall in with it whenever it is formed, unless they are absent at meals or in the execution of their proper duty of sounding calls. They form on a line with the front rank, two yards from its right.

199. Musicians are placed on guard to sound calls for duty in the camp, and certain salutes with the guard, as prescribed. For the correct performance of the latter duty, they must be familiar with that portion of Regulations entitled "Honors paid by Troops." (*See Appendix, pages 41 and 42.*)

TACTICS OF GUARD MOUNTING.

200. Not to encumber these rules too much in this place, the ceremony of Guard Mounting and the methods of posting Sentinels and controlling the movements of the guard in prescribed form, somewhat amplified from Tactics to conform to the present custom in the army, will be found in the Appendix, pages 25 to 39. This should be studied by recruits until they are familiar with all that is therein laid down.

Guard Mounting is a very interesting and beautiful ceremony, combining Formation, Inspection, Dress Parade, and Review. It occupies the camp parade longer than any other ceremony, and, with its subsequent forms, accomplishes more toward the preservation of discipline than any drill which can be given to troops in twenty-four hours. These forms are initiatory to the duty of Sentinels and Guards which every recruit must learn theoretically from the following paragraphs.

DUTIES OF SENTINELS.

201. Every Sentinel of a Police Guard must be prepared to undergo frequent examinations. At Grand Rounds, his replies are officially noted. He can only prepare himself by diligent study.

202. Neither officers nor soldiers are to take off their clothing or accoutrements while they are on guard.

203. Orders and instructions to Sentinels will be given in the most distinct manner, and Sentinels will be held strictly accountable that all rules and regulations depending upon their vigilance and attention are punctually observed, and that all violations of them are immediately reported.

204. Sentinels must take the greatest care not to be surprised. They must keep themselves on the alert, observing every thing that takes place within sight or hearing. Habitually they will walk their posts, to and fro. For a Sentinel to quit his post without leave is one of the most serious military offences.

205. Sentinels will be relieved every two hours, unless the state of the weather, or other causes, should make it necessary or proper that it be done at shorter or longer intervals.

206. Soldiers off post will not leave the immediate vicinity of the guard quarters without permission from the Commander of the Guard.

207. Each relief, before mounting, is inspected by the Commander of the Guard or of its post. The Corporal reports to him, and presents the old relief on its return.

208. No soldier will get another to do his duty for him, and no soldier will change from one relief or post to another, unless by order of the Commanding Officer, e Officer of the Day, or the Officer of the Guard.

209. Sentinels will not take orders, nor allow themselves to be relieved, except by an officer or non-commissioned officer of their own guard or party, the Officer of the Day, or the Commanding Officer; in which case the orders will be immediately notified to the Commander of the Guard by the officer giving them. Sentinels will obey all orders given by these officers, even to surrendering arms.

210. Officers of the Day will not allow Sentinels to be trifled with in any manner. Officers and non-commissioned officers of the guard give their instructions clearly, approach Sentinels properly, and never seek to confuse them.

211. Sentinels will report every breach of orders or regulations they are instructed to enforce. They will carry their arms habitually at support or on either shoulder, but will never quit them. In wet weather, if there be no sentry-box, they will secure arms.

212. No Sentinel shall quit his post, or hold conversation not necessary to the proper discharge of his duty.

213. All persons, of whatever rank in the service, are required to observe respect toward Sentinels.

214. In case of disorder, a Sentinel must call out the guard; and, if a fire take place, he must cry, FIRE, No. —, inserting the number of his post. If in either case the danger be great, he must discharge his piece before calling out.

215. The Sentinel over the colors is not to permit them to be moved, except in the presence of an escort; he permits no one to touch them but the Commanding Officer, the Color-bearer, or the Sergeant of the Guard when he is accompanied by two armed men.

216. The Sentinel on the color-front permits no soldier to take arms from the stacks, except by order of some officer or a non-commissioned officer of the guard.

217. A Sentinel over property or supplies of any kind, will call for the Corporal of the Guard when any person other than those authorized, or the officer responsible for the property, wishes to touch them. Placed over prisoners, he must suffer no person, except those authorized, to converse with them, nor must he permit the prisoners to leave their places of confinement.

218. It is the duty of a Sentinel to repeat all calls made from posts more distant from the main body of the guard than his own; and no Sentinel will be posted so distant as not to be heard by the guard, either directly or through other Sentinels.

219. Commanding Officers may, under force of circumstances, require Sentinels to call out the hours or half-hours of the night from taps until reveille.

220. This call will commence with No. 1 Sentinel, who will call the number of his post and the time. No. 2 will call the number of his post, repeat the time, and add, *All's well!* and in the same manner through the whole chain. When the last Sentinel has repeated his call, with his report, No. 1 will call, *All's well round!*

Should any Sentinel fail to call in turn, a Corporal and two men of the Guard will immediately repair to the post not reported, to ascertain the cause.

As this calling of the hours would materially disturb the repose of a camp or garrison, it will never be resorted to at night except in case of emergency.

221. A Sentinel, in calling or repeating a call, cries only the number; he does not speak the word *post*.

222. Between reveille and retreat, Sentinels not in sentry-boxes will present arms to all officers.

223. Sentinels in saluting will face to their proper front, or from that which they are guarding.

224. When a Sentinel in his sentry-box sees an officer approaching, he will stand at *attention*, and, as the officer

passes, will salute him by bringing the left hand briskly to the musket, as high as the right shoulder.

225. The Sentinel at any post of the guard, when he sees a body of troops, or an officer entitled to compliment, approach, must call, *Turn out the guard!* and announce who approaches.

226. Should the officer not desire the compliment, he will answer, *Turn in the guard!* or simply touch his hat; when the Sentinel will repeat or call, *Turn in the guard!* If the officer uses the term "*Never mind the guard!*" the Sentinel repeats it that way.

227. Guards do not turn out as a matter of compliment after sunset; but Sentinels will, when officers in uniform approach, pay them attention by facing to the proper front, and standing steady at *carry arms*. This will be observed until the evening is so far advanced that the Sentinels begin challenging.

228. After retreat (or the hour appointed by the Commanding Officer) until daylight, Sentinels, taking position of *charge bayonet*, challenge all persons approaching them, and suffer no one to come nearer than the reach of the bayonet (about eight feet) until the correct countersign is given or recognition ensues, as hereafter prescribed.

229. A Sentinel challenges, *Who comes there?* If answered *Friend* (or otherwise) by only one person, the Sentinel orders him to advance and give the countersign, or for recognition if no countersign is issued. If a party approaches, the Sentinel, after challenging and receiving reply, halts the party, and orders one to advance and give the countersign, or for recognition. If the countersign is right, or if he thus recognizes the person or party, the Sentinel directs him or them to advance. If anything is wrong, or if the Sentinel has no authority to receive a countersign or recognize any one, he causes the person or party to stand, and calls the Corporal of the Guard.

230. General officers, the commander of the post, the Officer of the Day, and officers and non-commissioned officers of the guard, are, by virtue of their offices, entitled to the countersign. If a Sentinel, therefore, in response to his challenge receives the answer that the person challenged is either of these officers or non-commissioned officers, he calls, *Advance, Officer of the Day* (or otherwise, as the case may be), *with the countersign*.

231. Officers, when instructing Sentinels in challenging, will be careful to point out the principle that only one person is to be permitted to approach the Sentinel until the correct countersign has been given.

232. In the daytime, when the Sentinel before the guard sees the Officer of the Day approach, he will call, *Turn out the guard! Officer of the Day!* The guard will be paraded, and salute with presented arms, unless excused.

233. The Sentinel before the body of the guard does not receive the countersign; when any person approaches his post at night, he will challenge; receiving answer, he will call, *Halt! Corporal of the guard!* and repeat the answer of the person challenged.

234. If it be the Officer of the Day, or other officer entitled to inspect the guard, the Corporal will approach to within four paces, and demand the countersign. If the countersign be correct, he will call, *The countersign is right. Turn out the guard! Officer of the Day.*

235. The guard will be formed at *carry arms*, when the commander will call out, *Advance, Officer of the Day!* (or as the case may be.) The commander of the guard will at the same time advance to meet the person challenged, to such a distance from his guard as to prevent any one except himself from hearing the parole, which he may now demand.

236. It is a most serious breach of military discipline for an officer or soldier to communicate the countersign to any person not entitled to it. No Sentinel will give or communicate the countersign to any person whatever.

GRAND ROUNDS.

237. The Officer of the Day, wishing to make the grand rounds, will take an armed escort of a non-commissioned officer and two men. This escort marches in front of the officer, the non-commissioned officer between the two men: when the rounds have been halted by a Sentinel, and the non-commissioned officer advances to give the countersign, the men face inward, and step back one pace to allow the officer to pass between them, closing again on the non-commissioned officer, when he returns to his place.

238. When the rounds are challenged by a Sentinel, the commander of the escort (the non-commissioned officer) will answer, *Grand rounds*, and the Sentinel will reply, *Halt, grand rounds! advance, Sergeant, with the countersign!* upon which the Sergeant advances, and gives the countersign. The Sentinel will then call, *Advance, rounds!* when the Sergeant of the escort returns to his position, and the officer making the rounds will advance and question the Sentinel as to his orders or instructions. When satisfied, he will join his guard, and proceed to the next Sentinel.

239. When the Sentinel before the guard challenges, and is answered, *Grand rounds!* he will reply, *Halt, grand rounds! Turn out the guard! Grand rounds!* upon which the guard will be drawn up at carry arms. The officer commanding the guard will then order the Sergeant of the Guard and two men to advance; when within ten paces, the Sergeant will halt, and challenge briskly, *Who comes there?* The Sergeant of the escort answers, *Grand rounds!* The non-commissioned officer of the guard replies, *Advance, Sergeant, with the coun-*

tersign! The Sergeant advances alone, gives the countersign, and returns to his rounds. The Sergeant of the Guard calls to his officer, *The countersign is right!* on which the officer of the guard calls, *Advance, rounds!* The officer of the rounds then advances alone, the guard standing at carry arms.

240. The officer of the guard advances to meet the officer of the rounds, to such distance that the parole, which may be now demanded, may not be heard by the guard.

241. The officer of the rounds then examines the guard, orders back his escort, and, taking a new one, proceeds in the same manner to other guards.

242. All material instructions given to a Sentinel on post by persons entitled to make grand rounds must be promptly communicated to the commander of the guard.

243. Any general officer, or the commander of a post or garrison, may visit the guards of his command, and go the grand rounds, and be received in the same manner as prescribed for the Officer of the Day.

COMPLIMENTS FROM GUARDS.

244. Guards do not turn out, as a matter of compliment, between retreat and reveille.

245. All Guards are to turn out and present arms to officers entitled to the compliment, as often as they pass them, except the personal Guards of general officers, which turn out only to the General whose Guards they are, and to officers his superior in rank.

246. The Guard of a camp or garrison turns out and presents arms to the commander of the camp or garrison whenever he approaches its post.

247. When general officers, or persons entitled to a salute, pass in rear of a guard, it does not salute, but stands at a carry, facing to the front.

248. All Guards are to be under arms during reviews and dress parades, and when armed parties approach their posts; to parties approaching their posts commanded by commissioned officers, they are to present arms, officers saluting.

249. All Guards and Sentinels will pay the same compliments to the officers of the Army, Navy, and Marines, and to officers of Volunteers and Militia, as are directed to be paid to the officers of the Massachusetts Militia, according to their relative ranks.

250. The national or regimental colors passing a guard are to be saluted, the trumpets or field-music sounding a march, arms presented.

251. All Guards stand to arms at night on the approach of patrols, rounds, or other armed parties; Sentinel number one will call out the guard.

MILITARY HONORS.

252. See Regulations of the Massachusetts Volunteer Militia, Article XIII., on Military Honors and Obligations, the first section of which, under the title "*Honors to be paid by Troops*," will be found in the Appendix, pages 41 and 42.

SUPPLEMENTARY DIRECTIONS.

253. What has been laid down thus far concerning guard duty has been copied in the main from the Regulations of the Massachusetts Volunteer Militia, which are taken from the Regulations of the Army; there are also some additions showing unwritten custom in the Army and Militia. There still remain, however, some matters which the Army recruit learns from oral instruction, but which should be carefully laid down in print for Militia soldiers to study, because the latter are compelled to master by this means, in a few days, essential details which Army recruits learn only after prolonged practice. These matters are explained in the following paragraphs;

and with them will be found amplifications and repetitions, arranged in such a manner as to fix them, it is hoped, more readily in the memory, and thus save much valuable time in camp to instructors and recruits.

CAUTIONS TO SENTINELS.

254. The recruit has been told that he must walk his post to and fro, in a military manner, carrying his piece in certain positions, all of which is intended to show how he should conduct himself as a Sentinel on post; but experience proves that this is one of the hardest things to teach him. On the one hand, the latitude as to the constant turning of the head and body, to perform the functions of a vigilant watchman, tends to destroy the smartness of the military set-up, while on the other hand, persistence in attention only to personal carriage, changes of arms and facings, as though in ranks, will render a man entirely useless as a Sentinel, his mind being so taken up in doing these things that he can do nothing else. A sensible mean between the two extremes must be sought.

255. Officers must strive to make Sentinels understand the following:—

A Sentinel does not *march* upon his post; he *walks*.

He does not execute *about face*; he *turns*, taking care always to turn *away* from the place he guards.

He does not halt before turning about—*i.e.*, he does not make a distinct halt as prescribed in Tactics.

As a rule, he turns about at the *ends* of his post; but this is not essential, with good reason for doing otherwise.

He acts independently of other Sentinels in walking and turning about on his post, and in handling his piece.

He does not come to a carry when he turns about.

He does not halt to change arms.

He may stop his walk whenever it is necessary to assist his vigilance.

He must turn his head constantly to see what is going on around him; nothing must escape his observation, even behind him.

In walking, he must be erect and soldierly. In changing his piece, he must be smart and handle it with precision; he must never carry it in the hollow of his arm.

He must show no nervousness. Every action must be performed easily, gracefully, and without apparent effort.

He must not stand on his post *waiting* for an officer to approach and be saluted; but he must continue quietly walking until there is just time to get into saluting position; then halt, come to a carry, face outward, and smartly deliver the salute.

He renders salutes upon any portion of his post, wherever he may happen to be at the instant the salute should be given.

If he salutes an officer who fails to acknowledge the courtesy, the Sentinel is not to stand in saluting position longer than is necessary to give the officer proper time for an acknowledgment.

He does not salute officers passing at an unreasonable distance. It is difficult to name an exact distance within which to salute; common sense governs this according to the circumstances of each case. Custom in the Army gives the following definition: "Saluting distance is the limit within which individuals and the insignia of rank can be readily recognized. It should not be less than thirty paces."

256. Officers in civilian dress (if recognized by the Sentinel) are to be saluted in the same manner as when in uniform.

257. A Sentinel at "*arms port*" and in communication with an officer, will not interrupt the communication for the purpose of saluting a junior officer, unless directed by the senior to do so; but if a Sentinel in the same

position is communicating with an officer junior to one who may pass within saluting distance, or with a non-commissioned officer when an officer so passes, the communication is interrupted and the proper salutes are rendered, both by the Sentinel and the officer, or non-commissioned officer; the last named, in this case, making a Sergeant's salute, facing toward the officer.

From the foregoing instance, a Sentinel will observe that he must be able to do two things at once — *i.e.*, he must keep his eyes open, while comprehending a communication — an accomplishment which, under varying circumstances, he may often be called upon to display.

258. A Sentinel, in the execution of his orders, has often the power to subject persons to great inconvenience and humiliation, who, from inadvertence or misapprehension, have come under his control. While he may be sustained in the severity of his course, it is not contemplated that a Sentinel will knowingly misuse his temporary power or abuse the authority with which he has been entrusted.

NIGHT DUTY.

259. Unless otherwise specially instructed, Sentinels begin challenging at taps and continue until daylight.

260. The challenge by a Sentinel of a Camp Guard is given at about fifteen paces, in the words "Who comes there?" (The challenge of a Sentinel on Grand Guard or Outpost is different, and must not be confounded with that of a Sentinel of a Camp Guard.) If a Sentinel has no authority to pass persons with the countersign, or if the wrong countersign be given, or if the persons challenged have not the countersign, he will halt them and call for the Corporal of the Guard.

261. Sentinels utter challenges clearly and quickly, in a tone loud enough to be heard distinctly by the person or party challenged, but not so loud as to disturb the camp.

262. A Sentinel must never allow more than one person to approach within reach of his bayonet at night, and must pass no person or party until the correct countersign has been given, or until the person or party is passed by order of some officer or non-commissioned officer having authority in or over the guard. (See 272.)

If no countersign is used, the rule for challenging is the same. The rule for advancing a party challenged is modified as follows:—Instead of saying, “*Advance (so and so) with the countersign,*” the Sentinel will say, “*Advance (so and so) for recognition.*”

263. If a Sentinel challenges and gets no answer, he advances along, but not beyond the limits of, his post, toward the person or party challenged; if he receives no answer then, or if the person or party try to get away, the Sentinel calls the Corporal of the Guard.

264. When two officers at night approach the post of a Sentinel from *different directions*, he halts them both, and demands the countersign from the *senior first*, if the reply to his challenge informs him who is the senior; otherwise the Sentinel uses his own judgment.

265. When two or more officers *in company* answer a Sentinel's challenge, “*Commissioned Officers,*” the Sentinel, after halting them, advances the *junior* to give the countersign.

266. If a mounted party approach a Sentinel at night, he will halt them as soon as he can see them or be sure his challenge can be heard; and then he is to exercise his authority according to special instructions, whether, after halting the party, he shall make all dismount, or dismount only the person whom he requires to advance with the countersign. If a mounted party have not the countersign, all should be made to dismount and stand, pending the arrival of the Corporal.

267. Mounted patrols or provost guards, known to be such, need not all be dismounted. The Sentinel chal-

lenges a mounted party thus:—"Halt! Who comes there?" If answered, "*Friend with the countersign*," the Sentinel replies, "*Dismount, Friend, and advance with the countersign*." If answered, "*Friends*," (or other answer indicating a party), the Sentinel replies, "*Stand, Friends!* (or otherwise) *dismount one, and advance with the countersign*;" or, if he determines or has instructions to dismount all, he replies, "*Dismount all! Advance one with the countersign*." The Sentinel will permit no person to approach mounted to give the countersign.

COMMUNICATIONS AND CALLS.

268. In challenging and while holding a person or party before him at night, a Sentinel takes and keeps the position of charge bayonet; but on every other occasion, day or night, when he speaks or calls, or is spoken to, he takes the position of arms port. When Corporals have occasion to call or challenge, they take position and handle pieces as prescribed for Sentinels; when instructing Sentinels on post, Corporals carry arms.

269. Sentinel No. 1 at the guard tents and the Sentinel at headquarters, in making or repeating calls, stand facing to their proper front; other Sentinels face directly toward the guard tents, to throw their voices in that direction.

270. When a Sentinel is spoken to by any person authorized to hold communication with him, the Sentinel stands facing to his proper front. (See 272.)

271. When a Sentinel, in order to enforce his instructions, must speak to any person *other than an officer or non-commissioned officer* authorized to hold communication with him, the Sentinel faces directly *toward* the person addressed.

272. The following officers and non-commissioned officers are, by virtue of their offices, entitled to hold communication with Sentinels, namely: General Officers,

the Commanding Officer (of the post), the Officer of the Day, and the Officers and Non-commissioned Officers of the Guard. It is, however, the duty of every officer who sees a Sentinel of his battalion *committing an error*, to call the Sentinel's attention to it, and to correct the error, then and there, so far as he can, and report the occurrence immediately to the Commander of the Guard. Such officers are therefore, to that extent, authorized to hold communication with Sentinels.

273. If a person not authorized to hold communication with a Sentinel seeks information that can be given briefly, the Sentinel may give it; but if such a person persists in questioning a Sentinel at length, or endeavors to enter into conversation with him, the Sentinel must call the Corporal of the Guard.

POSTS.

274. The *post* of a Sentinel must not be called a *beat*. Ordinarily it is understood to be a line along which he is to walk between fixed limits; but if, to enforce his instructions in the proper discharge of his duty, it becomes necessary for him to step temporarily off that line for a short distance, he should do so, and return to it immediately after enforcing instructions.

275. In very hot weather, the Officer of the Day may permit Sentinels to stand at an "Order" on their posts; the Sentinel takes the position (standing) best suited to an effective performance of his duties; *i. e.* he need not stand rigidly in the tactical position of "order arms."

276. In a case where a Sentinel finds it necessary to detain forcibly a person or party, and is unable to do so without assistance until the Corporal of the Guard can be summoned and can arrive, or where a Sentinel is likely to be overpowered, it is the duty of the Sentinel upon the post adjoining to leave his own post temporarily and render every assistance in his power, unless by so doing

he would put the camp in danger by thus leaving his own post unprotected. From a chain of Sentinels, three might in this manner be concentrated upon an emergency. Common sense must govern such occasions; and Sentinels are to understand that the duties of their positions often call for the exercise of a sound discretion to be used apart from the strict letter of instructions, yet carrying out their spirit. Sentinels are not, however, to pursue any person to a distance from their posts. Where pursuit seems necessary, Sentinels simply call for the Corporal of the Guard, and report the facts.

277. Sentinels, after calling the Corporal of the Guard, will in no case cry out "Never mind the Corporal," and in every instance the Corporal will be required to answer the calls of Sentinels. When temporary relief is desired, Sentinels add the word "Relief" to the call for the Corporal. In such cases the Corporal takes a man with him, generally the same number of the next relief, to furnish the desired relief. The Sentinel is re-posted as soon as practicable. Sentinel No. 1, in calling the Corporal for himself, does not repeat the number of the post.

SENTINELS' INSTRUCTIONS.

278. The instructions of a Sentinel comprise not only the special directions for his post, but all matters appertaining to guard duty as set down in Regulations and orders.

Sentinels will commit the following to memory:—

"My post is No. ———; its limits are ———; I must not quit it; I walk it in a military manner with piece on either shoulder or at a support; I salute all officers and all armed parties except the relief, passing near my post, presenting arms to such as are commanded by commissioned officers; in case of disorder, I call out the Guard; if I see fire break out, I call '*fire*,' and add the number of my post; I repeat calls from posts more distant from the Guard than my own, taking position

of arms port in repeating or making calls; I hold conversation with no one except in the proper discharge of my duties; and in any case not covered by my instructions, I call the Corporal of the Guard. At night, I omit salutes, and challenge all persons approaching my post, taking the position of charge bayonet, and allow no one to pass without the countersign unless he is passed by some officer or non-commissioned officer having authority in or over the Guard."

"My special instructions are ——."

Sentinel No. 1 repeats his instructions thus:—

"My post is No. 1; its limits are the front of the guard tents; I walk it in a military manner with piece on either shoulder or at support; I salute all officers; when the Guard salutes, I salute with it; I repeat calls from distant posts for the Corporal of the Guard, taking the position of arms port in making or repeating calls; I hold conversation with no one except in the proper discharge of my duties; and in any case not covered by instructions, I call the Corporal of the Guard."

"I guard the arms and property of the Guard, and call out the Guard for all officers entitled to that compliment; also call out the Guard for armed parties passing the post."

"At night I omit salutes, and challenge and halt all persons approaching the Guard, taking the position of charge bayonet, and call the Corporal of the Guard, repeating the answer of the person or party challenged."

"My special instructions are ——."

279. When a fire breaks out, or any alarm is raised, the Guard is to be immediately under arms, No. 1 Sentinel calling, "*Turn out the Guard!—Fire, (or Disorder,)* No. —."

280. Sentinels other than No. 1, who do not have the countersign (*See 300*), repeat their instructions for the night the same as for day, omitting the parts relating to salutes and challenges.

TURNING OUT THE GUARD.

281. In calling out the Guard to compliment an officer or an armed party, No. 1 Sentinel must be alert and decided in his movements; his call must distinctly reach not only the members of the Guard to bring them out, but it must be heard by the officer to be saluted, in order that the officer may decline the compliment if he does not desire it; moreover, the call must give the Guard time to form and be in readiness to salute, without causing the officer or party approaching to slacken pace.

The call, unlike a challenge, is in the nature of a shout, thus: (Sentinel at arms port:)

"Turn out the Guard! — President of the United States."

"Turn out the Guard! — Commander-in-Chief." —
(Governor of State.)

"Turn out the Guard! — General Officer."

"Turn out the Guard! — Commanding Officer."

"Turn out the Guard! — Officer of the Day."

"Turn out the Guard! — Body of Troops."

And so on, according to the person or party to be complimented.

The term "General Officer" here means an officer of the rank of Brigadier-General and upward, or Commodore and upward. Guards also turn out for the Vice-President of the United States, Members of the President's Cabinet, the Chief Justice of the Supreme Court of the United States, the President of the United States Senate, and the Speaker of the United States House of Representatives. Governors are only so complimented in their own States and Territories.

Although not strictly correct, a custom has prevailed in this Corps of turning out the Guard for past commanders of the Corps.

282. When several officers entitled to the compliment approach the Guard at once, it turns out for the highest; if he decline, it turns out for the next highest, and so on.

283. When a Guard is paraded, as at Guard Mounting, review, Dress Parade, etc., or when it is being inspected, No. 1 Sentinel, *during the actual performance of such ceremony*, upon the approach of a person or party entitled to a salute from the Guard does *not* cry, "Turn out the Guard;" but when the Guard happens *otherwise* to be paraded at the moment when such person or party approaches, No. 1 Sentinel *does* call, "Turn out the Guard," and announces who is coming, just as though the Guard were not out. In the first instance, the guard is paraded for a specific purpose superior to a salute; in the second instance, the turning out of the Guard by the Sentinel is in itself a compliment, and should not be omitted.

If an officer for whom a Guard is turned out, replies, "Never mind the Guard," the Sentinel repeats this reply, and the Guard remains as before.

284. A Guard turned out (and not under inspection), when commanded by a non-commissioned officer, is brought to attention and a carry when an officer not entitled to have the Guard turned out passes, and the non-commissioned officer salutes all officers. If the guard be commanded by a commissioned officer (*i.e.* present), attention will only be paid to such officers as are entitled to have the guard turned out for them.

285. After the Officer of the Day has been saluted by his guard or guards, official recognition of his presence thereafter, while he remains in the same vicinity, will be taken by bringing the guard, or guards, to attention; this rule is general in regard to saluting officers or personages who remain in the same vicinity.

SALUTES.

286. The salute of a Sentinel is made as an officer is about to pass directly in front of the Sentinel, or just as the officer is about to cross his post, as the case may be.

287. When an officer passes in rear of a Sentinel and near him, the Sentinel stands at a carry, facing outward, but does not salute.

288. Between retreat and reveille, a Sentinel (not in a sentry box) upon a post *where he does not challenge*, will, when an officer approaches, face outward and stand at a carry until the officer has passed.

289. Standing at *carry arms* by a Sentinel upon the passage of an officer, as prescribed in the two previous paragraphs, is a sufficient compliment to require its recognition by a salute from the officer.

290. CHALLENGE AND ANSWER.

SENTINEL. (*At charge bayonet.*) "Who comes there?"

ANSWER. "Friend," (or, "Friend with the countersign.")

SENTINEL. "Advance, Friend with the countersign."

FRIEND. (*Advances and gives the countersign.*)

SENTINEL. (*Comes to arms port.*) "Advance, Friend."

291. The same principle applies whenever one person who may have the countersign comes near a Sentinel's post. If the Sentinel is answered, "General Officer," "Commanding Officer," "Officer of the Day," "Officer of the Guard," "Sergeant of the Guard," or "Corporal of the Guard," the Sentinel replies, "Advance, General Officer, with the countersign," or, "Advance, Commanding Officer, with the countersign," and so on. The Sentinel knows, or should know, that these officers and non-commissioned officers have the countersign and are entitled to use it in the discharge of their duty. He may assume too that a person who simply answers, "Friend," has it, and direct the friend to advance and give it. He may also assume that a commissioned officer who gives his name and title, as "Capt. ———," may have it, and therefore the Sentinel answers, "Advance, Capt. ———, with the countersign."

292. But where the person who replies to the challenge announces himself to be one who is manifestly not entitled to use the countersign, as for instance, "Member of Company A," "Member of the Guard," or otherwise, then it is the duty of the Sentinel to answer, "Halt, Member of Company A," or, "Halt, Member of the Guard," or otherwise, as the case may be, and, still keeping his piece at charge bayonet, to call for the Corporal of the Guard, and to hold the person before him, if possible, until the Corporal comes. The Sentinel knows, or should know, that no enlisted man other than a Sergeant of the Guard, or a Corporal of the Guard, can use the countersign to pass by a Sentinel.

293. A party is approaching a Sentinel's post:—

SENTINEL. (*At charge bayonet.*) "Who comes there?"

ANSWER. "Friends," (or, "Friends with the countersign.")

SENTINEL. "Halt, Friends;—advance one with the countersign."

ONE FRIEND. (*Advances and gives the countersign.*)

SENTINEL. (*Comes to arms port.*) "Advance, Friends."

294. Again, a party is approaching a Sentinel's post:—

SENTINEL. (*At charge bayonet.*) "Who comes there?"

ANSWER. "Patrol."

SENTINEL. "Halt, Patrol;—Advance, Commander with the countersign."

COMMANDER. (*Advances and gives the countersign.*)

SENTINEL. (*Comes to arms port.*) "Advance, Patrol."

The same formula will be observed for any armed party other than the Grand Rounds or the Relief.

The Sentinel uses the term "Commander" in this case because the Patrol or armed party might be in command of an officer, or a Sergeant or Corporal.

295. The commander of a party promptly repeats a Sentinel's order to halt.

296. Or again, a party is approaching a Sentinel's post : —

SENTINEL. (*At charge bayonet.*) "Who comes there?"

ANSWER. "Grand Rounds." (*The Sergeant of the escort makes this answer.*)

SENTINEL. "Halt, Grand Rounds;—advance, Sergeant with the countersign."

SERGEANT. (*Advances and gives the countersign.*)

SENTINEL. (*Comes to arms port.*) "Advance, Rounds."

The Sentinel advances the Sergeant, because a Sergeant is always in charge of the escort of two men accompanying Grand Rounds.

297. Having caused a person or party other than his relief to advance, after the correct countersign has been given, a Sentinel comes to carry arms and faces outward until the person or party passes him. If spoken to, or if the Sentinel in the proper discharge of his duty finds it necessary to speak to the person or party, the Sentinel, after facing outward, comes to arms port. As soon as the person or party passes beyond him, the Sentinel resumes his post.

298. Lastly, a party approaches a Sentinel's post : —

SENTINEL. (*At charge bayonet.*) "Who comes there?"

ANSWER. "Relief."

SENTINEL. "Halt, Relief;—advance, Corporal with the countersign."

CORPORAL. (*Advances and gives the countersign.*)

SENTINEL. (*Comes to arms port.*) "Advance, Relief."

In this case the Sentinel remains at arms port, and when the Corporal commands, "No. —, arms port," advances to meet the Sentinel who is to relieve him, in the same way that he does in the daytime.

299. Corporals are not to allow any of the details of relieving to be slurred over at night. The countersign must be whispered.

300. Sentinels upon *interior posts*, as for instance at headquarters, do not challenge, and consequently do not have the countersign.

301. The Sentinel on No. 1 post at the guard tents does not have the countersign; but he challenges, and upon receiving answer, replies, "Halt —," (naming the person or party) and calls the Corporal of the Guard, to whom he repeats the answer received. The method of procedure is as follows:—

SENTINEL No. 1. (*At charge bayonet.*) "Who comes there?"

ANSWER. "Friend," (or, "Friend with the countersign.")

SENTINEL No. 1. "Halt, Friend;" (or, "Halt, Friend with the countersign.") — "Corporal of the Guard — Friend," (or, "Friend with the countersign.")

CORPORAL. (*Advances slightly beyond No. 1 Sentinel so that the countersign if given may not be heard by the Sentinel, and charges bayonet.*) — "Who comes there?"

ANSWER. "Friend," (or, "Friend with the countersign.")

CORPORAL. "Advance, Friend with the countersign."

FRIEND. (*Advances and gives the countersign.*)

CORPORAL. (*Comes to arms port.*) "Advance, Friend."

The Corporal then comes to a carry and rejoins the Guard. No. 1 Sentinel, when the Corporal challenges, comes to a carry and resumes his post.

302. The same principle applies if Sentinel No. 1 is answered, "Friends," "Patrol," "Relief," (or otherwise.) He replies, "Halt, Friends," ("Patrol," "Relief,"

or otherwise.) "Corporal of the Guard—Friends," ("Patrol," "Relief," or otherwise, as the case may be) repeating the exact words of the answer he receives to his challenge, and the Corporal receives them as provided for Sentinel other than No. 1.

303. The Officer of the Day is received at night by the Guard in the following manner:—

SENTINEL No. 1. (*At charge bayonet.*) "Who comes there?"

ANSWER. "Officer of the Day."

SENTINEL No. 1. "Halt, Officer of the Day;—Corporal of the Guard—Officer of the Day."

CORPORAL. (*Advances slightly beyond No. 1 Sentinel so that the countersign may not be heard by the Sentinel, and charges bayonet.*) "Who comes there?"

ANSWER. "Officer of the Day."

CORPORAL. "Advance, Officer of the Day with the countersign."

OFFICER OF DAY. (*Advances and gives the countersign.*)

CORPORAL. (*Comes to arms port.*) "The countersign is right;—Turn out the Guard—Officer of the Day."

The Corporal then comes to a carry and rejoins the Guard.

The Guard parades at a carry, the officer in front of it.

304. When the Officer of the Day and the Officer of the Guard approach the guard tents from different directions at the same time, the Officer of the Day should be advanced first, because he should not be made to wait for his junior.

Suppose, in this case, both officers in approaching happened to answer the challenge at the same moment; the following would be the procedure:—

SENTINEL No. 1. (*At charge bayonet.*) "Halt, Officer of the Day;"—"Halt, Officer of the

Guard;" — "Corporal of the Guard — Officer of the Day;" "Corporal of the Guard — Officer of the Guard."

Two Corporals would here be required: one to challenge the Officer of the Day and call out the Guard — the other to challenge the Officer of the Guard.

When the Sentinel has time to give *two* challenges, he acts thus: —

SENTINEL No. 1. (*At charge bayonet.*) "Who comes there?"

ANSWER. "Officer of the Day."

SENTINEL No. 1. (*At charge bayonet.*) "Halt, Officer of the Day; — Corporal of the Guard — Officer of the Day." Then, after the Corporal passes out to challenge, the Sentinel challenges again: —

SENTINEL No. 1. (*At charge bayonet.*) "Who comes there?"

ANSWER. "Officer of the Guard."

SENTINEL No. 1. "Halt, Officer of the Guard; — Corporal of the Guard — Officer of the Guard."

The Sergeant must detail a man to act as Corporal in case all the Corporals are engaged or absent.

Sentinel No. 1 must keep cool, calculate time and distance nicely, and be precise.

305. The Grand Rounds are received as follows: —

SENTINEL No. 1. (*At charge bayonet.*) "Who comes there?"

ANSWER. "Grand Rounds." (*The Sergeant of the escort makes this answer.*)

SENTINEL No. 1. "Halt, Grand Rounds; — Turn out the Guard — Grand Rounds."

The Guard falls in at a carry.

Sentinel No. 1 remains at charge bayonet until the Sergeant of the Guard challenges as explained hereafter, and then resumes his post at a carry.

The Officer of the Guard directs the Sergeant of the Guard and two men to advance toward the Rounds; when within ten paces the Sergeant challenges:—

SERG'T OF G'D. (*At charge bayonet.*) “Who comes there?”

SERG'T OF R'NDS. “Grand Rounds.”

SERG'T OF G'D. “Advance, Sergeant with the countersign.”

SERG'T OF R'NDS. (*Advances alone and gives the countersign.*)

SERG'T OF G'D. (*At arms port.*) “The countersign is right.”

OFF'R OF GUARD. “Advance, Rounds.”

The Sergeant of the Guard comes to a carry and rejoins the Guard with his two men.

The Officer of the Rounds advances without the escort to the Officer of the Guard who stands in front of his Guard, and gives the Officer of the Guard the parole, if the Officer of the Guard asks for it. He then dismisses his escort and examines the Guard.

306. Only Commissioned Officers of Guards and Officers having authority to command Guards are furnished with the Parole. It should never be furnished to enlisted men.

307. The following instance of repetition of terms is instructive:—

SENTINEL No. 1. (*At charge bayonet.*) “Who comes there?”

ANSWER.

“Corporal of the Guard.”

SENTINEL No. 1. “Halt, Corporal of the Guard;”—
“Corporal of the Guard—Corporal
of the Guard;”

and so on, as previously indicated.

308. If it so happens that all the Corporals are absent, or so engaged that no Corporal can immediately answer a call, the Commander of the Guard details a man to act as Corporal. The Commander of the Guard, whether an officer, or for the time being, a Sergeant, does not pass out beyond the line of the Guard Sentinel's post to investigate approaching parties, but stays always with the Guard.

CAMP DUTY.

309. The title to the camp ground used by the Corps vests in its Veteran Association.

The field is pleasantly situated in the town of Hingham, Mass., near the sea, upon high ground with a gentle slope, which secures natural drainage. In the northerly corner of this ground, is a mess-hall capable of seating at its tables more than three hundred persons, an ample kitchen building, with a loft for the sleeping quarters of the mess-hall servants; a sink building, a bath-house, with running water introduced through pipes connected with the town mains; and a building called the work-shop, in which are the quarters of the armorer, barber, bootblack, mess-steward, and cooks. These buildings are conveniently grouped, and take the place of the tents and shanties of various sizes which are usually seen in the rear of camps; and these buildings, uniformly painted, give the camp the appearance of a permanent post.

ARRANGEMENT OF CAMP.

310. The Corps quarters in tents. The body of the camp comprises the tents of the companies and band,

pitched in streets laid out at a right angle with the color-line, an imaginary line running through the parade, parallel to the general direction of its length, a little in front of the body of the camp.

A short distance in rear of the body of the camp and facing toward it, are the tents of the company officers, pitched parallel with the color-line; in rear of them are the tents of the field and staff officers, parallel with them and facing in the same direction; in rear of these are the tents of the non-commissioned staff officers, the hospital tent, and the tents for the storage of bedding, the bed-tents facing to the rear and the others to the front.

The tents of each company are pitched in two lines, facing inward, upon a street of 20 to 25 feet in width, except the centre street, which is slightly wider. The tents of adjacent companies back closely upon each other with an interval of only about 3 feet.

The distance between the rear ends of the company streets and the line officers' tents is 50 to 60 feet; between the line officers' and the field officers' tents, 20 to 25 feet; and between the field officers' and the rear line of tents, 15 to 20 feet.

All the tents are of uniform pattern and size, and are pitched upon wooden stanchions firmly fixed in the ground, with wooden cross-rails to which the guy-lines are secured. Each tent has a fly.

In the centre of the field and staff line is a larger tent called the Headquarter Marquee.

Each tent has a board floor with a back-board on hinges, an arms-rack, and a hanging shelf.

311. The camp is usually pitched by a party sent to the ground a few days in advance. Unless the tents are wet, the camp is struck and the property is stowed in the mess-hall by the Corps at the close of its tour of duty.

312. The flagstaff is placed near the Headquarter Marquee, a little on one side and directly in front of the tent in which the Commanding Officer quarters, at a dis-

tance of about 20 feet. The National flag is raised on the flagstaff every morning at Reveille by the Sergeant of the Guard accompanied by two armed men, and in like manner lowered at Retreat. The Quartermaster provides a storm-flag for use in bad weather.

313. The battalion colors, between Reveille and Retreat in fair weather, when not in use, are placed on either side of the entrance to the Headquarter Marquee, the National color on the right. The Quartermaster provides supports for them. At night the colors are kept in the Headquarter Marquee.

TENTS AND QUARTERS.

314. To secure uniformity and simplicity in the arrangement of the tents, and in compliance with that principle of military efficiency which discards the ornamental to retain only the useful, the officers and soldiers of the Corps will take as little baggage as possible to camp, and use in their tents as furniture only the articles placed there by the Quartermaster, viz.: camp-stools, hanging shelf under the ridge-pole, rack at the rear of the tent with two shelves, notches and pegs for arms and accoutrements. The officers' tents, in addition to the above, will have a bed for each officer, one table with its cloth and wash-stand, and a field-desk. Each officer's tent may also have a looking-glass hung on the rear pole, and a floor-rug. Every person in camp must provide his own blankets.

315. Each First Sergeant will have his quarters in the tent at the end of his company street next to the line of officers' tents, and facing the centre of the camp if his company tents are in double line.

316. The men, as far as possible, will be allowed to make up the tent squads according to their personal preferences; but after a soldier has once been assigned to a tent, he will not change quarters unless by proper authority.

317. No soldier will sleep in a tent out of his own company street, unless ordered from headquarters to do so.

318. In each tent will generally be quartered four soldiers, one of whom, a non-commissioned officer if possible, will be Chief of Squad, responsible for its discipline and the appearance of the tent. In the absence of the non-commissioned officer, the men become similarly responsible in the order in which their names and numbers are written on a Squad List, which will be hung above the arms-rack, on the rear pole of the tent. These names will be written large enough to be read by an Inspector from the front of the tent.

319. The tents will be uniformly arranged as follows, and no tent must ever be left in disorder.

The catch-all box will be hung on the inside of the arms-rack, on the side toward the color-line.

Camp-stools, not in use, will be placed in a row along the side of the tent nearest the color-line. Four stools will be allowed to each tent.

All articles such as blankets, etc., placed on the hanging shelf must be neatly folded to the exact width of the shelf, care being taken to place the weight at the ends, in order that the shelf may not sag. The centre of the shelf will not be tied to the centre of the ridge-pole, because this would sag the pole.

Extra baggage (hand-bags, etc.) will be placed across the rear of the tent, at the sides of the arms-rack.

Knapsacks, flaps outward, will be ranged together in front of the arms-rack, upon the floor, standing up.

Muskets, with bayonets reversed, will be placed in the arms-rack, equipments hanging over them.

Shakos will be placed on the top shelf of the arms-rack, visors to the front; or, when the shakos are worn, undress caps will be similarly placed.

Haversacks and canteens will be hung on the hooks at the sides of the arms-rack.

The dress coats, in their bags, will be hung over the haversacks and canteens, on the hooks at the sides of the arms-rack; or, when the dress coats are worn, the undress coats will be similarly hung, over (not in) the bags.

The pail will be kept at the rear corner of the tent-floor farthest from the color-line.

The broom will be kept under the front of the tent-floor.

At night, the lantern will be hung on a hook at the rear end of the hanging shelf.

320. Arms, equipments, or clothing must not be put away wet or dusty, but must first be carefully dried or cleaned. The white coats must be shaken, not brushed.

321. Nothing will be thrown upon the floor of the tent or ground adjacent. The catch-all box must receive all rubbish.

322. Tent-floors must be kept at all times scrupulously clean. Nothing will be dropped through knot-holes or seams, or thrown under the floor.

ASSEMBLY AND ROLL-CALLS.

323. When the companies assemble in their several streets in camp, the men fall in so that when faced front, the backs of the men are toward the centre of the camp — *i.e.*, the right-wing companies face toward the right flank of the camp, and the left-wing companies face toward its left flank; the band falls in as a right-wing company, its street being on the right. Thus, when the men of the right-wing companies take their places in two ranks before being brought to a front, they face toward the officers' tents, and the men of the left-wing companies, in like manner, face toward the color-line.

324. At the drummer's call before any assembly, every soldier must be brisk in anticipation of the assembly-call. The instant the assembly commences, every man must

spring for his place in ranks, file-closers exerting authority sharply. Not a word must be spoken by the men in ranks except to answer to name if roll is called or to count off.

325. The celerity and quiet with which companies can be correctly formed and turned over to their captains, are tests of discipline and of the efficiency of First Sergeants and file-closers. Non-commissioned officers can be sharp without being noisy, and the men can count off briskly without shouting. Noise and fuss in forming show want of proper knowledge; laziness and delay are unpardonable.

326. There will be six roll-calls daily — three stated roll-calls, at Reveille, Retreat, and Tattoo; and three meal roll-calls, one before each meal. These roll-calls will be made on the company parades by the First Sergeants, superintended by a commissioned officer of the company, who, except at dress parade (Retreat), will report the result of each stated roll-call to the Adjutant as hereafter prescribed.

327. At each stated roll-call, except dress parade, the Commanding Officer, or a Field Officer designated by him, will station himself in front of headquarters; the Adjutant will station himself near this officer; in this position he will receive the reports of the results of the roll-calls from the company commanders, and from the Drum Major or Chief Bugler that of the band; each company commander and the Adjutant salute each other, the junior making the first salute; the Adjutant, having received all the reports, will turn to the Commanding Officer, or designated Field Officer, salute, and report the general result, specifying the number of absentees, if any, or reporting "*All present, sir*;" if a Field Officer has been detailed to receive the result of the reports, he waits on the Commanding Officer and reports it to him. At dress

parade the results of the company roll-calls are reported to the officer commanding the parade, through the Adjutant, by the First Sergeants as prescribed.

328. At all roll-calls, the First Sergeant takes his place six yards in front of, and opposite the centre of the company, facing towards it, and commands, "*Fall in,*" at which the men form in two ranks, facing to the right. The signal having ceased, the Sergeant commands, "*Left face,*" when the men face to the left; if under arms, he next brings the company to *support arms*. The roll is then called, commencing with the Sergeants and Corporals according to rank, then musicians, and finally privates, alphabetically. As his name is called, each man answers "*Here,*" and if under arms comes to a *carry* and *order*. The roll having been called, the First Sergeant, if the company be under arms, commands, "*Carry arms, Count fours;*" forms the left four as prescribed by Tactics, and divides the company into platoons. He then faces about, salutes, and reports to the officer superintending the roll-call, naming the absentees if there be any. If none be absent without proper authority, he reports "*All present, Sir,*" and takes his place on the right of the front rank, unless otherwise directed.

329. At meals, the officer superintending the roll-call directs the Sergeant to march the company to the mess-hall if all are present; otherwise, the officer holds the company until the absentees, if in camp, are found or accounted for—the rule being that no company shall march to a meal without the full complement of men it should have present with it at that hour.

330. In all formations under arms, the men fall in with bayonets unfixed. Bayonets are fixed by command of the First Sergeant, after forming company, previous to parades, reviews, inspections, and guard mountings; he fixes his own bayonet before the company falls in.

331. As soon as the First Sergeant has reported the result of the Reveille roll-call, the officer superintending it directs the Sergeant to march the men to stow their bedding. At Tattoo, the officer in like manner directs the Sergeant to announce the details for the following day and then march the men for their bedding.

332. The steadiness of the men in ranks without arms is a test of their discipline, whether standing or marching; and the men must be as particular about their dress and conduct when not under arms as on the most exacting occasions of ceremony.

333. Company officers cannot insist too strongly upon the celerity, silence, and precision with which their men perform such an important part of their duty as the formation by company, squad, or detail, with or without arms. The companies should be carefully drilled in the armory by constant repetitions of formation until the men acquire a habit of exact performance. Nothing can be more subversive of discipline than slovenly formations, wherein officers and file-closers are indifferent and the men lazy and noisy. The word "*Fall-in*" is a command to be heeded as precisely as any in the drill-book, whether the men execute it with arms in their hands or not.

334. After calling the roll and saluting, when the company is under arms, the First Sergeant takes his post without command.

335. To give the command for dismissal, the First Sergeant steps two paces to the front and faces to the left.

336. When a company is dismissed, the men must not strike their pieces with the hand nor shout, at the command to break ranks.

337. The Drum Major will be responsible that the musicians under his charge conform to the rules and discipline of the camp. He will call the roll and make the same daily reports as herein prescribed for First Sergeants of companies.

338. HOURS OF SERVICE AND ROLL-CALLS.

(Paragraphs 683 to 717, Regulations.)

<i>Reveille (Roll-Call)</i>		6	o'clock, A.M.
<i>Surgeon's Call</i>		6.45	" "
<i>Breakfast (Roll-Call)</i>		7	" "
<i>First Sergeant's Call</i>		8	" "
<i>Guard Mounting</i>		8.15	" "
<i>Fatigue</i>		Immediately after Guard Mounting.	
<i>Drill (Company)</i>		9.30	o'clock, A.M.
<i>Recall</i>		10.30	" "
<i>Rifle Practice</i>		11	" "
<i>Dinner (Roll-Call)</i>		1	P.M.
<i>First Sergeant's Call</i>		3.45	" "
<i>Drill (Battalion)</i>		4	" "
<i>Recall</i>		5	" "
<i>Inspection and Muster</i>		5.30	" "
<i>Dress Parade and Retreat (Roll-Call)</i>		6	" "
<i>Supper (Roll-Call)</i>		7	" "
<i>Evening Band Practice</i>		8 to 9.15	" "
<i>Tattoo (Roll-Call)</i>		10.30	" "
<i>Taps</i>		11	" "

SOUNDING THE CALLS.

339. Five minutes previous to each signal (except *First Sergeant's Calls*, *Fatigue*, *Recalls*, and *Taps*), a *Drummer's Call* will be given by the drummer at the guard-tents. *Retreat*, *Tattoo*, and *Taps* will be sounded by trumpet—all other calls by drum. *Retreat* is sounded in the Dress Parade at the conclusion of the "sound off;" *Recalls* are sounded by the drummer at the guard-tents; *Fatigue* and *First Sergeant's Calls* by the guard drummer in front of headquarters near the flagstaff; *Surgeon's Call*, *Meal-Calls*, *Call for Guard Mounting*, *Drill-Calls*, *Calls for Muster*, *Dress Parade*, *Tattoo*, and *Taps*, also for any assembly by company, will be sounded by all the drummers or trumpeters, as the case may be, in front of headquarters near the flagstaff. In sounding

Reveille, the drummers, commencing near the flagstaff, march through the centre street to the centre of the color-line, thence to the right, then to the left, back again to the centre, and then through the centre street again to the flagstaff, where they finish. As there is no drummer's call before *Taps*, the Officer of the Guard sends the guard drummer to notify the drum major five minutes before the hour for the signal, and the drum major sees that the trumpeters assemble, and sound on the moment. No calls are given for rifle practice or evening band practice.

The call for *Fatigue* is not to be sounded till the old guard has been dismissed on the parade.

The *Drummer's Call* before *Dress Parade* is not to be sounded till the companies and band have cleared the parade after Inspection and Muster, and the band has ceased playing.

DAILY DUTIES IN CAMP.

REVEILLE.

340. At the Drummer's Call before Reveille, the First Sergeants will rise, dress, rouse the Chiefs of Squads, who, rising and dressing, will rouse the men and see that they dress. Every man must be out of quarters, dressed properly in undress uniform, with all buttons fastened, before the Assembly Call which concludes the Reveille Call. If the weather is bad, the Officer of the Day decides whether the men are to wear overcoats, and notifies the First Sergeants direct, in season to have the men get them on and buttoned before the Assembly Call.

341. When the Assembly commences, the First Sergeant commands, "*Fall in.*" As soon as the last note sounds, he commands, "*Left face,*" and calls the roll. This he does from memory, noting the result afterward in his k.

342. Having reported the result to the officer superintending the roll-call, the First Sergeant, directed by the officer, commands, "*Break ranks,—March ;—Fall in with beds ;*" upon which each soldier goes to his own tent, throws his bed over his shoulder, front-rank men using the left shoulder, and rear-rank men and file-closers using the right shoulder. The men fall in, each man in his proper relative place, closed up as nearly as the beds will permit.

343. Each First Sergeant then marches his company to the bed-tent assigned to his company in rear of camp, passing around the flank of his company next the color-line, and thence around the right flank of the body of the camp. The band may march direct from its street, passing to the right of the lines of officers' tents.

Strict silence must be preserved in ranks, and no skylarking with the mattresses or pushing will be permitted. The Sergeants must enforce this rule, and see that the ranks are kept as close as practicable, with every man in his proper relative position.

344. On arriving at its bed-tent, each company is halted, and its beds are neatly stowed by its men, under direction of the First Sergeant, who, when the work is completed, will fall in his company again and march it back to its company street (by the same route), and break ranks.

345. The Quartermaster Sergeant exercises a general supervision over the storage of the mattresses. If the weather is fair, he directs the First Sergeants and Drum Major each to have the walls of their bed-tents looped up.

346. On breaking ranks in their company streets, the men loop up the walls of their tents, hang their blankets to air outside their tents, and put the tents in order. The men then go to bathe.

347. In case of severe rain at Reveille, the men may be directed by the Officer of the Day to pile their mat-

tresses on the lee side of their tents and to let the walls remain down, in which case blankets will be folded and placed on the hanging shelves. The Officer of the Day then takes the first opportunity, upon the cessation of the rain, to have the companies take their beds to the bed-tents as prescribed.

348. Each company is responsible for the condition of its bed-tent by day, and in case rain comes on, must see that the walls are promptly dropped and secured — or, again looped up when the weather clears.

BATH-HOUSE.

349. The bath-house is divided into three parts, one for the enlisted men of the companies, one for the band, and one for the officers.

Immediately after Reveille, when the whole Corps requires bathing facilities, due consideration should be exercised by those who use the bath-house, to the end that all may have as equal a chance as possible to take their baths within the spaces prescribed, and in the time available. Throwing water about is forbidden, and, if attempted, must be checked promptly by any non-commissioned officer present. The bath-house is provided for the greatest good of the greatest number, not for the gratification of a few.

Particular care must be taken not to throw paper or anything else on the bath-house floor that may float into and clog the waste-duct.

No dirty water must be left in tubs or basins, nor pieces of soap, towels, brushes, or any other articles be left about.

Water must not be left running.

350. Soldiers are always to bathe and wash at the bath-house — never in a company street, or in quarters. All persons in camp provide their own towels and soap.

SURGEON'S CALL.

351. At Surgeon's call, the sick of each company, if any, will be conducted to the hospital by its Second Sergeant, who will hand to the Surgeon, in his company sick-list, the names of all sick in the company, on which the Surgeon states who remain, or go into hospital; who return to quarters as sick or convalescent; of what duties the convalescents in quarters are capable; what cases are feigned; and any other information in regard to the sick which he may have to communicate to the Company Commander. The sick-list must be sent to the Surgeon at this call, whether there are any sick or not, and will be returned by the Second Sergeant to the First Sergeant.

352. After Surgeon's call, a morning report of the sick will be made out by the Surgeon, and sent to the Adjutant's office.

BREAKFAST.

353. The men, in undress uniform, fall in, forming in two ranks facing to the right. At the conclusion of the signal, the First Sergeant, having called the roll and reported as prescribed, will march the company to the mess-hall, passing by the flanks of the company streets nearest the color-line. Every man present for duty with a company, except those on guard or other detail, will fall in for meals with his company at the signals therefor. In marching to meals, the men must keep closed up in silence. File-closers will enforce this sharply if necessary.

354. The Quartermaster will see that breakfast is saved for such members of the guard or other detail as are not able to take the meal with their companies.

FIRST SERGEANT'S CALL.

355. At this call, the Sergeant Major, Drum Major, and each First Sergeant will report in undress uniform

to the Adjutant for orders. At morning orderly call they carry with them their morning reports, and the Hospital Steward carries in the Surgeon's report.

The Sergeant of the Guard also attends as already prescribed.

GUARD MOUNTING.

(See *Appendix*, page 25.)

356. This ceremony is a test of discipline and intelligence, and must be thoroughly understood.

FATIGUE.

357. This signal calls every soldier, except those on guard, to quarters. Five minutes should suffice to put every tent in the exact order prescribed. Each company and the band are then paraded for inspection of quarters in form. The Officer of the Day makes a minute and thorough inspection. An officer of each company must be present at this inspection.

Unless the Officer of the Day prescribes helmets, the undress caps are worn on fatigue.

Each company, under its First Sergeant, is then deployed as skirmishers, without arms, to police the portion of the camp allotted to it.

The Officer of the Day has discretion to allow left-wing companies to perform their skirmish police while he is inspecting right-wing quarters, or *vice versa* — this to save time.

At the conclusion of the skirmish police, the catch-all boxes must be emptied before being hung in their places.

358. "Skirmish-police" means that each company is deployed without arms as skirmishers, the "catch-all" boxes from the tents being equally distributed. Into these boxes is thrown everything of a refuse nature found on the space allotted to the company to police. One company takes all the front of the camp-ground extending from a line drawn through the color-ends of

the company streets to the road in front of camp, including the sidewalk; another company takes the rear of the camp-ground extending from a line drawn through the non-commissioned staff tents and bed-tents, to and including the beach and bath-house; another company takes the rectangle upon which the tents are pitched, and the ground on its right flank to the fence; while another company takes all the ground on the left flank of camp between the lines allotted to the first and second named companies, this space including the ground around the mess-hall, kitchen, work-shops, and sink building.

359. No blankets put out to air at Reveille must be left out after Fatigue. Everything must be stowed in the tents in the exact order prescribed.

360. Once in order, the tents must be kept so all day. An instant's attention, as a soldier is leaving a tent, will set things to rights if disturbed; and it should be the aim of each tent-squad never to have any article out of place when their tent is unoccupied.

361. The breaking of glass or strewing of paper scraps or other unsightly articles in and around the tents or upon any part of the camp-ground or land adjacent to it, will not be allowed. Chiefs of squad will be held responsible that these directions are carried out.

MORNING DRILL.

362. This drill will habitually be by company, but may be otherwise directed by the Commanding Officer. Undress uniform is worn unless otherwise specially ordered. The drill lasts one hour.

363. The Band and Field Musicians may practise during the morning when not otherwise engaged on duty, care being taken that the sound of the practice does not interfere with the drilling of the companies. The Band and Field Musicians are not to practise in their street or anywhere within the body of the camp.

364. At the hour of morning drill, or immediately afterward if he is on duty during the drill hour, the Commanding Officer, accompanied by one of the Medical Officers and the Quartermaster, inspects the mess-hall, kitchen, bath-house, work-shops, and sink.

RECALL FROM DRILL.

365. The companies are marched to their streets and dismissed; officers commanding at drills are not to prolong them beyond the recall signal.

366. Upon being dismissed after drill or any other duty, every soldier must wipe his piece and equipments clean, removing all dirt or moisture, and place them in his tent as prescribed. If the drill has taken place in dress uniform, the soldier will change it for undress, and carefully remove dust, or place the uniform in a position to dry (within the tent), if it has been wet. If the drill has taken place in undress uniform, soldiers will brush themselves carefully immediately after taking care of their pieces and equipments.

367. Commanding Officers will see that their men are uniformly dressed at drill, and that the clothing is properly worn. They will also see that the men, when relieved from duty of any description, effect any necessary changes of garments within their tents, and that the men do not go about the camp improperly clothed.

RIFLE PRACTICE.

368. Rifle practice will take place daily (Sundays excepted) between 11 o'clock A.M. and 12.45 P.M. under charge of the Inspector of Rifle Practice, who makes all the necessary arrangements concerning ammunition, target markers, score-cards, etc. He warns the companies what men to send him, and when — arranging the practice in such a manner as not to keep so large a squad waiting at the firing points as to waste the time of men or fatigue them.

The men warned for practice will be marched to the firing points by a non-commissioned officer of their company, who gives the officer in charge a list of their names.

The practice in camp is at 200 yards; position, standing. Number of shots for a score, five. The men will shoot alternately in pairs, or the whole number of shots consecutively, at the discretion of the officer in charge, and *will not remove the equipments* when shooting.

Skilled marksmen will superintend the practice of recruits, and the correct shooting position must always be observed. Under no circumstances is the rifle to be loaded until the man takes his place at the firing point, and gets the order, "*Load.*"

A scorer will be detailed for each firing point, who will keep an accurate record of every shot. At the conclusion of the practice, he will verify his work, sign the score-cards and hand them to the officer in charge. Scorers will be careful in entering the names of the men on the score-cards, to give their initials and companies, and observe fully the instructions on the back of the cards.

A bugler will be detailed by the Drum Major to attend this practice. Under the direction of the officer in charge, he sounds the calls for "*Commence firing*" and "*Cease firing*," to warn the markers in the butts.

The markers will be instructed to raise their danger flag immediately on hearing the signal "*Cease firing*," and to lower it on the signal "*Commence firing*," taking care not to expose themselves when the flag is down. If for any reason they wish the firing to cease, they raise the danger flag, and the officer at the firing point, as soon as he perceives it, orders "*Cease firing*" to be sounded. Under no circumstances will the markers leave the shelter until they hear this signal.

Ordinarily, markers will be hired; but, if necessary, men may be detailed for this purpose.

All non-marksmen must take part in this practice; but every possible opportunity will be given to marksmen to requalify, or to better their scores.

SIGNAL PRACTICE.

369. The Commanding Officer designates the officer to take charge, the detail and hours for Signal Practice; ordinarily, the hours will be the same as for Rifle Practice.

U. S. SIGNAL AND TELEGRAPH CODE.

A ---	G ----	M ---	S ---
B ----	H ----	N --	T --
C - - -	I --	O - -	U ----
D ----	J -----	P -----	V -----
E -	K -----	Q -----	W -----
F ----	L ----	R - -	X ----
Y - - - -		Z - - - -	& - - - -
1 -----	3 -----	6 -----	9 -----
2 -----	4 -----	7 -----	0 -----
	5 -----	8 -----	

Comma ----- Period -----

1. Wait a moment.
5. Have you anything for me?
7. Are you ready?
8. Busy on other wires (or stations).
9. Train order (or important message)—give way.
13. Do you understand?
18. What is the matter?
30. Close station.
44. Answer quick.

Other punctuation marks, signals, and abbreviations are provided for, which it is unnecessary to specify here.

To signal with flag or torch, the flagman faces exactly towards the communicating station, staff vertical, in front of centre of body, butt at height of waist. The dot (·) is represented by a quick motion to the right, the dash (—) by a motion to the left, of the sender. The space, whether separating elements of spaced characters

(C O R Y Z and &), or separating words, will be represented by a "front" motion; *e. g.* right front right right represent R.

Each motion will embrace an arc of not less than 90°, starting from and returning to the vertical, and will be made in a plane exactly at right angles to a line connecting the two stations, except the "front" motion which is on that line. The long dash (L and the numeral 0) is distinguished from the dash (T) by a slight pause at the lowest point of dip, and with this exception there will be no pause whatever between the motions required for any single letter.

A slight pause will be made between letters; and at the end of each word, abbreviation, or conventional signal, a "front" motion is made, preceded and followed by a pause equivalent to that made between letters.

Each station should have its characteristic signal or call-letter, as Washington, "W," and each operator his personal signal, as Jones, "Jo."

To call a station—Signal its initial or "call-letter" until "acknowledged." If the call-letter is unknown, signal the letter A without pause until acknowledged. The calling station will then proceed with the message.

To acknowledge a call—Signal "I" three times, followed by "front" and "call-letter" of the acknowledging station.

To "break," or stop the signals from the sending station—Signal the letter A until acknowledged.

To start the sending station after breaking—Signal "G A" followed by "front" and the last word received correctly; or if no word was received correctly, signal "R R," then "front," and the sender will then repeat all.

Error in sending—Seven dots rapidly (- - - - -), followed by "front," and resume message, beginning with the last word sent correctly.

End of address—Signal the period, followed by "front."

Signature follows—Signal “SIG,” then “front.”

To acknowledge receipt of a message—Signal “OK” followed by personal signal of receiver.

Abbreviations should not be used in the body of a message, and numbers occurring therein must be spelled out in full.

Service flag is four feet square, of color best seen against background of station, on an eight or twelve foot pole.

NIGHT SIGNALS.—A lighted torch or lantern “foot-light” is placed in front of and at feet of signalman. Another light fastened at the end of staff is waved with precisely the same motions as those for the flag in the day.

DINNER.

370. Same as Breakfast.

GENERAL RULES FOR MEALS.

371. No meals will be served in company quarters. The Corps will attend meals in undress uniform, unless otherwise specially ordered. The men march to the mess-hall, but leave individually when they have finished their meals.

372. Members of the Corps having friends at meals, must purchase tickets from the Paymaster, who may place sale with the Quartermaster Sergeant.

373. Unless the Corps is in full dress, the undress cap is to be worn in going to meals; the helmet never. Members uncover in the mess-hall.

374. Strangers are not to march with the companies to meals. Members having friends, may arrange before meal-calls with other members, where their friends shall sit at table—in such place as not to interfere materially with the seating of the companies. After marching into the mess-hall, members having friends may leave and bring them in.

375. Concerted speaking, tossing bread across the tables, and loud talking in the mess-hall are prohibited. Complaints against servants must be made promptly and directly to the Quartermaster Sergeant.

376. Members will not be allowed to gather in the mess-hall at any time other than at meal hours.

RELAXATION.

377. The prime object of camp is instruction in military duty, to which all other considerations must be subordinate; but in their hours off duty the men will be encouraged to enjoy themselves in every reasonable manner. Mock parades, disorderly conduct, and shouting are prohibited.

378. No person, except a musician, will make a sound upon any drum or musical instrument; and no musician will sound a drum or instrument, except for the authorized calls, or music necessary to the conduct of duty, or by permission or order of the Drum Major or Band Master for the purpose of practice as already prescribed.

379. No officer or soldier must appear out of quarters in "shirt-sleeves." Caps must be worn properly as prescribed, and all buttons fastened.

380. No round games of chance with cards will be played in camp, and no game whatever will be played in camp for money. This rule is imperative. An infraction of it would reflect unfavorably on the reputation of the Corps, and will under no circumstances be permitted.

381. Football and baseball may be played upon the parade, between the hours of recall from company drill and afternoon First Sergeant's call, if such play interferes with no duty. In arranging space for baseball, the location of the bases must be slightly shifted for each game, so that no paths or bare spots may be worn in the turf, and particular care must be taken not to abrade the

turf at the bases or other cardinal points. "Tugs-of-war" cannot be permitted, because of their damaging effect upon the turf.

382. Dancing or stamping upon the tent floors will not be permitted, not only because it disturbs the contents of the tents, but because it strains the floors and causes expense for repairs.

FIRST SERGEANT'S CALL — AFTERNOON.

383. Same as morning First Sergeant's Call, except that no reports are carried in unless specially called for. The Adjutant gives the Sergeants their orders for details of guard, etc., for the following day.

The Sergeant of the Guard attends as already prescribed.

AFTERNOON DRILL.

384. This drill is usually by battalion, and is of an hour's duration. Undress uniform is worn, unless otherwise specially directed.

RECALL.

385. As soon as the men come off battalion drill, they must look to the condition of their muskets, equipments, and dress uniforms, in preparation for the Inspection which takes place after an interval of only half an hour.

INSPECTION AND MUSTER.

386. This ceremony is performed in full uniform according to the form prescribed in Tactics, except that knapsacks are not worn; and the companies, after being mustered by the Paymaster, will remain in their places until the officer in command, seeing the last one mustered, brings the battalion to *attention* and gives the command "*Dismiss your companies;*" upon which the companies will march to their streets, left-wing companies counter-marching; the band, playing, waits until its front is cleared before marching to quarters.

387. At this inspection, the Commanding Officer may order each Captain to inspect his own company. The men must be very particular concerning their personal appearance, rifles, equipments, gloves, collars, etc. Company officers and chiefs of squad must follow up the men sharply on these points if neglect is discovered.

DRESS PARADE AND RETREAT.

388. At the drummer's call before Dress Parade, the walls of the tents are dropped and secured.

389. Roll-call before Dress Parade, like those at Reveille and Tattoo, must always be in the presence of a commissioned officer.

SUPPER.

390. Same as Breakfast and Dinner.

The tables are apt to be crowded at this meal, particularly upon the last two days of camp. Members of the Corps will therefore see the necessity for patience, and govern themselves accordingly. No visitors will be allowed to enter the mess-hall in advance of the Corps, and visitors must not be given seats to the exclusion of the companies and band; but, within this restriction, members will courteously endeavor to allow parties of friends to sit together as much as possible.

EVENING BAND PRACTICE.

391. The band lanterns will be placed in position and lighted by a servant in charge, each evening previous to quarter before eight o'clock; at five minutes before eight, a sentinel or sentinels from the supernumeraries will be placed over them. The man in charge does not leave the lanterns till the sentinel comes.

The concert commences at eight o'clock and ends at quarter past nine o'clock.

No restrictions are placed upon the entry of respectable persons who desire to come to the camp and listen to

the music; but every member of the Corps must consider himself bound to check any breach of decorum that may come under his notice, particularly in the conduct of restless boys who may chase about or make disturbance by shouting or loud whistling.

Nor will any person be permitted to utter coarse language within the hearing of any member without receiving instant, firm, and stern admonition. If the offence is repeated, the offender must be summarily, and, if necessary, forcibly, ejected from camp by the members nearest at hand, who will call on the guard if resistance is made.

392. Visitors are not expected to remain in camp after the conclusion of band practice.

EVENING LUNCH.

393. At half past nine and until quarter past ten o'clock, a lunch for the Corps will be served in the mess-hall, to which the members go and come individually, as they please. Visitors will not be invited to this lunch.

394. Each First Sergeant will designate two men, each of whom will stay in his company street, as watchman, during half the time of evening lunch, one relieving the other — without arms.

TATTOO.

395. The men fall in, the roll is called by the First Sergeant, in presence of a commissioned officer, as at Reveille, and the result reported to the Adjutant.

396. The First Sergeant announces the guard details, and then marches the men to the place where their bedding is stored, passing by the same route as at Reveille, and sees that each man takes his proper share and retakes his place in the line. The First Sergeant will allow no pushing among the men, or throwing of bedding; neither will he permit the men to talk. After obtaining the bedding, the men are marched back by the same route to their company streets, and ranks are broken.

397. The men will then proceed without delay to prepare themselves and their tents for the night, remaining in the tents, each man in the one where he belongs.

398. Any man, off duty, out of quarters after Tattoo, is out of his proper place.

399. In case of severe rain at Tattoo, the companies, after roll-call, may be ordered into quarters, and sent successively to the bed-tents; but all bedding must be taken to quarters before the sounding of *taps*.

400. All persons not belonging to the camp must leave it at Tattoo, and no such person will be admitted between Tattoo and Reveille.

TAPS.

401. At this signal, all lights in the camp will be promptly extinguished, except in the guard-tent, hospital, and tents of commissioned officers. No soldier will be out of his tent unless on duty, and no noise of any description will be permitted.

402. An officer of each company will pass through his street, to see that these regulations are observed.

403. The Officer of the Day is charged with the preservation of quiet throughout the camp after taps.

NON-COMMISSIONED OFFICERS.

(*See Appendix, pages 15 to 18.*)

404. The authority of non-commissioned officers must at all times be respected; they are never to lose the sense of their responsibility, whether in charge of companies, detachments, guards, as file-closers, or as chiefs of squads; privates acting as chiefs of squads, are to feel a like responsibility, and are to have their authority respected so far as it goes.

ORDER AND DISCIPLINE.

405. Non-commissioned officers must under no circumstances fail to exercise their authority constantly, exacting

and receiving respect and obedience in all matters relating to the order and discipline of their companies.

406. The First Sergeant is to be held directly responsible to the Captain, and the other non-commissioned officers are to be held responsible to the First Sergeant, or in his absence to the next senior non-commissioned officer, who is alike responsible to the Captain, for every breach of order or police in quarters; on drill, each file-closer is accountable for mistakes in his immediate front. This principle is simple and is consequently severe, allowing little or no latitude. A non-commissioned officer who does not work hard for the good of his company is useless. If a tent is out of order by day, or any disturbance occurs in it by night, or if its proper occupants are not in it during the hours when the camp regulations require them to be there, then the non-commissioned officer who is chief of squad for that tent must answer for it and for its occupants. Therefore the chiefs of squads are important factors in the management of the camp, and that company will make the best showing which has the best non-commissioned officers. In a word, the Captains, assisted by their Lieutenants, control their companies through their non-commissioned officers, the chief of whom is the First Sergeant in each company; and every company officer and non-commissioned officer in camp, is at all times "on duty," so far as the good order and discipline of his company are concerned.

407. When a tent, by reason of the detail of its chief of squad on guard or other duty, or for any reason, is left without a non-commissioned officer, the First Sergeant designates a chief of squad, who must act and be respected accordingly.

408. A non-commissioned officer will not confine his efforts to his own tent, if he sees anything needing attention elsewhere in the absence of another non-commissioned officer. This rule applies particularly to the

company streets and quarters, but it will be extended generally to the whole camp, whenever the authority of a non-commissioned officer on the spot can be exerted for the common good.

LIMITS.

409. Enlisted men may pass from street to street around the flank of the company tents nearest the officers' tents, but are neither to frequent nor pass across the ground included between the rear line of company tents and headquarter line, except on duty or in speaking to an officer (*see paragraph 267, Regulations; Appendix, page 14*). An exception may be made during evening band practice.

ARMS AND ACCOUTREMENTS.

(*See Appendix, page 18.*)

410. Every soldier in camp will be held responsible for the condition of his arms and accoutrements. The rifles must be kept perfectly clean at all times in every part, and free from rust. All metallic parts of the accoutrements and of the uniform must be kept bright. No soldier is to seek the services of the armorer except by permission of his company commander, and then only when absolutely necessary.

PASSES.

411. Applications for permission to leave camp must be made through the First Sergeants to company commanders, who, if they approve, will sign permits and forward the same to the Adjutant for approval, under direction of the Commanding Officer. Permits must state duration, which, with cause of absence and destination, will determine how far the soldier escapes fine for non-attendance. Permits are shown and registered at the guard-tents on leaving camp, and deposited there upon return, with the hour noted on the register; every soldier on returning, reports immediately to his First Sergeant.

COMMISSARY STORE.

412. The commissary store will be closed at Tattoo and remain closed until Reveille.

All supplies will be paid for on delivery. No credit will be given. The Paymaster will sell checks, in convenient sums, which will be taken at the commissary store as money. The Paymaster will redeem checks not used.

413. At all meals, including evening lunch, members may send orders through the servants, accompanied by the value, for whatever they require from the commissary store. This may include tobacco at evening lunch, but not at other meals.

414. No wine, spirits, or beer will be taken to, kept, or used in quarters, between one o'clock P.M. and Reveille next morning, but other supplies from the commissary store may be kept and used in quarters at any time.

415. The members of the Corps are put upon their honor, as gentlemen, to observe these rules, which experience has shown to be for the best interest of the command. All reasonable means are provided for the entertainment of friends at table in the mess-hall, but the custom of "treating" visitors to intoxicants in quarters is discountenanced.

MANUAL FOR GUIDES AND FILE-CLOSERS.

416. To secure uniformity of practice, the following is published.

Paragraph 189, Infantry Tactics, reads as follows:—

"189. Guides and file-closers always execute *order arms*, *fix* and *unfix bayonets*, and *carry arms*. In rendering honors they execute the *present*, *reverse*, and *rest on arms*. On drill they execute the *support*, and *right shoulder arms* * * *. They execute the other movements of the manual only when specially directed."

It is now therefore *specially directed* that the file-closers in this battalion execute on drill all the movements of

the manual of arms except *charge bayonet* and the *loadings and firings*; but they will load *once*, i.e. when the battalion is originally ordered to load, or when, by reason of having drawn cartridge, the pieces, at the order to load, are empty.

During the firings, file-closers stand at *order arms*, taking this position at the command "*Ready*," observing the men in front; they come to *carry* at the command "*Cease firing*," or whenever the men carry arms.

If, having fired, the battalion in the position of *aim* receives the command "*Carry arms*," the file-closers come to the position of the first motion of *load* with the men, draw cartridge, and come to the *carry* with the men.

Sergeants posted in the front rank execute all the movements of the manual of arms, the same as the men. Such Sergeants are not then *guides*.

Sergeants are *guides* when they mark the line of battle during its formation; as such they invert pieces during successive formations and carry arms during simultaneous formations; they are also *guides of subdivisions* marching; as such they *carry arms* irrespective of changes of arms by the men. A subdivision marching can have but one guide, always announced. The other Sergeant, if there be one on the other flank of the subdivision, executes the manual of arms with the men.

File-closers will not execute "*arms port*" when ranks of a company are broken.

MANUAL FOR COLOR GUARD.

417. The Color Guard habitually carries its bayonets unfixed. It does not execute *fix bayonet* unless *specially* so ordered, in which case it executes *charge bayonet*, otherwise not. With these exceptions, it is now *specially directed* to execute all the movements in the manual of arms.

The Color Sergeant, during the firings, gathers the colors in the hands as close to the staff as possible, to prevent flapping. In action, a prudent commander, having no special reason for the display of his colors, would also direct the staff to be lowered to the ground, as explained in the next paragraph.

In the dress parade of a battalion, at parade rest, the color-bearer removes the staff from the socket and rests the end upon the ground, gathering the flag in his hands and standing in position as near as practicable to that of the soldier with his rifle at *parade rest*. The same rule applies to the color-bearer at *order arms*, the staff at the right side, left hand down.

COLOR GUARD — DUTY.

418. Color Sergeants perform company duty, but not guard duty. Color Corporals perform all duty.

419. When the color company falls in previous to a battalion formation at which the colors are not to be formally escorted, the senior Color Sergeant, upon intimation from the First Sergeant, takes charge of the Color Guard, detaches it from the company, and marches it to headquarters, where he halts it facing the Marquee.

The Color Sergeants then advance, each taking his own color from the sockets (or the Marquee, as the case may be), and station themselves in front of the Color Guard, touching elbows, the Sergeant with the National color (*i.e.*, the senior) on the right.

The officer who is to command the battalion attends; he is saluted by the Sergeants as they advance; his acknowledgment of their salute is his intimation that the colors are to be taken; meanwhile the Sentinel at headquarters stands on his post, at a carry, facing outward. The Color Sergeants having taken post before the Color Guard as prescribed, the senior Sergeant commands, "*Present; ARMS;*" when the Color Guard and the Headquarter Sentinel come to a *present*.

It is proper for the officer who is to command the battalion to raise his hat when the Color Guard presents arms.

The senior Color Sergeant then brings the Color Guard to a carry, and the Sergeants take their places in it, crossing as they move into them, the National color having precedence. The senior Color Sergeant then marches the Color Guard back to the color company.

The Headquarter Sentinel comes to a carry with the Color Guard, and, when it marches off, resumes his post.

The Captain of the color company so aligns it as to allow all the space possible in front of it, and, seeing the Color Guard approaching his flank, commands, "*Present; ARMS.*" The Color Guard, with arms at a carry, marches past the color company and countermarches into its proper place on the left flank. As soon as the Color Guard clears the company, the Captain brings the company to a carry, and the Color Guard is aligned on it.

420. If the colors are to be escorted to the battalion as prescribed in "*Escort to the Color*" (Tactics), the Color Sergeants fall in with the color company, as file-closers. If the company is in double rank, their places in the front rank are filled by covering corporals, or by privates if there are not corporals enough to complete the Color Guard; if the company is in single rank, their places are filled by file-closers.

When, after forming battalion line, the officer in command designates the escorting company, the Color Sergeants hasten to it, passing by the rear of the battalion.

The National color is carried on the right of the State color all through the escort. The color-bearers cross, just as the colors, after being saluted, reach the front rank of the battalion, the Sergeant with the State color halting to allow the National color to take its place first in line.

421. On battalion drill, the National color alone may be used.

GARRISON FLAG AND BATTALION COLORS.

422. Paragraph 953, Regulations, is as follows:—

“953. The Sentinel over the colors is not to permit them to be moved, except in the presence of an escort; he permits no one to touch them but the Commanding Officer, the color-bearer, or the sergeant of the guard when he is accompanied by two armed men.”

Exceptions to the rigid enforcement of this rule must of necessity be sanctioned; thus, an officer about to conduct a battalion drill would be, to all intents, the Commanding Officer; or, in case of high wind or sudden rain, where the proper preservation of the colors might demand prompt action, it would be right for the Officer of the Day or a Field Officer to put them in safety, and the Sentinel will so permit.

423. When the Sergeant of the Guard hoists or lowers the garrison flag, he should be accompanied by two armed men. Before belaying the halyards at Retreat, the Sergeant should give them a few turns around the flagstaff from top to bottom, to prevent flapping in the wind during the night. The Sentinel at headquarters guards the flagstaff as well as the battalion colors.

VISITORS.

424. It is the pleasure of the Corps to welcome its friends to camp and to provide in all reasonable ways for their comfort; but visitors should politely be made to understand that they are expected to observe the rules regarding the arrangement and neatness of the camp, particularly the company quarters. They are not to handle or disturb the position of arms, clothing, or equipments; and if a member loans a visitor a camp-stool to be taken from a tent, the member has a right to expect that the visitor shall return it. The moment visitors leave a tent, it is the duty of the men quartered therein to put it in perfect order if its order has been in any way disturbed.

425. Having visitors in camp, will not be made a reason for an excuse from duty by any member of the Corps.

INTRUDERS.

426. Every member of the Corps is to feel a responsibility concerning a proper and orderly behavior on the part of every person visiting camp, and it is the duty of every member, without specific directions, to check disorder of any kind. If he is disregarded or resisted, it is his duty to report the fact immediately and directly to the Officer of the Day, who will then take measures toward expulsion of the disorderly person or persons by the guard. Resistance to the guard or any member thereof, acting under orders, subjects an offender to the operation of law, under which he may be arrested and carried before the civil authorities having jurisdiction of the place. (*See Section 118, Militia Law, Appendix, page 57.*)

THE GUARD IN CAMP.

427. At First Sergeant's call, each afternoon, the Adjutant, through the Sergeant Major, announces to each First Sergeant the detail which is to be made for regular guard from his company on the following morning, also the number of extra privates to be furnished, as hereafter prescribed, for practice in the ceremony of guard mounting.

428. The names of the detail will then be posted, as soon as possible thereafter, on the bulletin-board of each company at the First Sergeant's tent, by the First Sergeant, who will also, at Tattoo, immediately after calling the roll, warn the detail by name.

429. The guard will be mounted in undress uniform, with gloves, unless otherwise ordered by the Commanding Officer or the Officer of the Day. If full dress

is ordered, it should generally be between two and eight o'clock P.M.

430. For the purpose of practice, thirty-two privates, to make a guard in double rank, so that there may be two platoons of eight files front in each, will be mounted each morning, exclusive of supernumeraries. There will be four supernumeraries, one from each company.

431. Included in the thirty-two privates will be the privates detailed as regular guard. As soon as the new guard has been marched from the parade past the old guard, and the proper salutes rendered, the privates detailed as regular guard will be ordered by the officer of the new guard to fall to the rear; the remainder will be marched back to the parade by the junior Corporal of the new guard and dismissed, this Corporal then rejoining his guard, which will be formed by the officer on line with, and at the proper distance from, the old guard, which he will then proceed to relieve, after saluting the Officer of the Day, as prescribed.

432. The Officers of the Day will delay their approach to the guard-tents until they see that the Officer of the Guard has formed his regular guard.

433. The regular guard is to consist of one Lieutenant, one Sergeant, three Corporals, three times as many privates as there are posts to be established, and four supernumeraries (privates); also one drummer.

434. Three reliefs will be established, two hours on and four hours off, a Corporal being assigned to each relief. The hours of the first relief will count from eight o'clock A.M.

435. Generally, three regular posts will be established: No. 1 at the guard-tents, No. 2 at headquarters, and No. 3 near the mess-hall. At Tattoo, the Sentinel at headquarters becomes a patrol for the body of the camp.

436. The four supernumeraries, immediately upon the conclusion of the ceremony of guard mounting, are to report to the Officer of the New Guard, who will register their names and companies, and then dismiss them. They will again report at the guard-tents, with arms, fifteen minutes before each meal, and at the drummer's call will be posted in the streets, each in front of the quarters of his own company, to act as guard while the companies are at meals, being relieved by order of the Officer of the Guard, when the companies have finished meals, and then sent to the mess-hall. They again report to the guard-tents at Tattoo, and remain there till after grand rounds, being posted as extra Sentinels for instruction. Upon being dismissed after grand rounds, they sleep with their companies, but again report at the guard-tents the next morning, with arms, at the call for guard mounting, to augment the old guard, with which they remain until it is relieved and marched off.

437. Supernumeraries, when not with the guard or on post, are to join all drills and other regular duties of the camp. They are not to receive permission to leave camp during the twenty-four hours for which their tour lasts, but are to hold themselves in readiness to act with the guard whenever called upon.

438. Once during their tour of duty, as early in the day as possible, not to interfere with their morning drills or rifle practice, supernumeraries are to be summoned to the guard-tents by the Officer of the Guard, who will instruct them in what is prescribed herein concerning guard duty, and cause them to read and recite from the same, or answer questions concerning guard duty. This instruction is to be repeated, particularly on night duty, when the supernumeraries report at Tattoo.

439. The Officer of the Guard arranges for similar instruction to all the regular Sentinels of the Guard, including recitations, in such manner and at such times,

that every Sentinel shall be instructed and recite, at least once between guard mounting and dinner-call, and once between retreat and midnight. All the non-commissioned officers of the guard are to attend all these lessons, except when necessarily absent attending to reliefs or Sentinels.

440. First Sergeants, when inspecting their guards, previous to guard mounting, are to see that each non-commissioned officer and soldier, including supernumeraries, has his copy of this book, to be carried on guard and carefully studied.

441. Sentinels relieved for a sanitary reason, or soldiers of the guard obtaining leave, are not to be absent more than ten minutes. For meals, a proper time will be allowed, to be determined by the Officer of the Guard.

442. At meal-calls, the Officer of the Guard sends the Sergeant to the mess-hall, also the first relief under its Corporal, without arms. On the return of the Sergeant, the officer goes to meals, and the Sergeant, upon the return of the first relief, sends the second relief under its Corporal. The Corporal of the third relief (on post) remains at the guard-tent until his relief is relieved, and then marches it to the mess-hall, after the second relief has returned. A similar system will be observed in sending the men for change of uniform, and to the bath-house.

443. The bedding of the guard, when not in use, must be neatly piled at the side of the tent it is in.

444. The guard will be formed and the roll called at Reveille and Tattoo.

445. At Reveille, the guard-tents are to be looped up, put in order, and ground policed. At drummer's call before Dress Parade, the walls are dropped and secured.

446. At ceremonies, the guard is paraded, standing place rest; and while the band sounds off in Guard

Mounting and Dress Parade, it stands at parade rest. Sentinel No. 1 and other Sentinels in sight of the guard carry their pieces at support while the guard is thus paraded.

447. No liquor, wine, or beer will be allowed in or near the guard-tents. Members of the guard will abstain from the use of all intoxicating drinks during their entire tour of duty, except that they may, at table, call for what they are accustomed to have with their meals.

448. Non-commissioned officers and soldiers of the Corps leaving camp upon passes, will pass by the guard-tents and show their passes to the Officer or Sergeant of the Guard, who will keep a register, noting names and duration; and all passes will be given up at the guard-tents to the Officer or Sergeant of the Guard, upon return of the persons using them. The list and returned passes will be turned over by the Officer of the Guard to the Officer of the Day at the conclusion of his tour, and transmitted by the latter to the Adjutant.

449. The limits of their posts will be explained to Sentinels as additional to special instructions.

450. Sentinels will commit their instructions to memory, and transmit them exactly as received. They are also to study Regulations so carefully that they can answer all questions relating to guard duty, when so required by an inspector or other officer authorized to interrogate them.

451. Members of the guard will not enter the tent of the Officer of the Guard, unless on duty, nor loiter in front of it.

452. The Officer of the Guard is to see that the guard give careful attention to the condition of their pieces, wiping them always after being relieved.

453. Overcoats are to be carried to the guard-tent after supper, unless previously ordered, but will not be worn without orders from the Officer of the Guard.

454. The old guard, after being relieved, is exempt from morning drill, but not from work in policing quarters.

SPECIAL INSTRUCTIONS FOR OFFICER OF THE DAY.

455. The special instructions for the Officer of the Guard form a part of those for the Officer of the Day.

456. So soon as the Officer of the Day has completed inspection of quarters at *Fatigue*, he will turn his attention to the northerly corner of the camp, where the greatest care must be taken in the policing of the ground about the buildings.

457. The beach and the bluff behind the camp need careful watching, because, unless they are followed up sharply, the servants will throw refuse there.

458. The floors of the mess-hall and kitchen must be washed by the servants every morning, and the floors of all the compartments in the work-shop building must be swept, and, if necessary, washed daily.

459. The fire-buckets in kitchen, sink, and work-shop building must be kept full. At least four must be kept in the kitchen proper, and four in its loft.

460. At the bath-house, the mirrors must be cleaned every day.

461. The kitchen should be visited by the Officer of the Day at least once in every two hours between Reveille and Tattoo, his inspection extending to the servants' loft. He will strive to impress upon the servants that

the more orderly and cleanly they are in every part of their work, the more easily and satisfactorily they will perform it.

SPECIAL INSTRUCTIONS FOR OFFICER OF THE GUARD.

462. On Guard Mounting, at Inspection, a minute inspection of muskets will be dispensed with. The Officer will take the piece by the small of the stock, let it fall into his left hand in the position of "arms port," and then immediately hand it back to the soldier, reserving his detailed inspection until he has only his regular guard at the guard-tents when the reliefs are posted.

463. If the piece of any man on guard is found dirty, he must be made to clean it at the first opportunity, and the fact of its being in such condition reported to his company commander.

Such an occurrence will be a reflection upon the vigilance of his First Sergeant, who is expected never to let such a fault escape his attention.

464. In hot sun or rain, all the Sentinels are to be instructed to take shelter, except when the necessities of duty compel them to walk their posts. They will be told to exercise their own reasonable discretion upon this point. In fair weather, not hot, they are to walk their posts. It is not intended that any Sentinel shall be needlessly exposed.

465. Sentinel No. 3 is to take shelter when necessary in the shadow of the mess-hall, kitchen, bath-house porch, work-shop porch, or under the trees near these buildings, as may be compatible with his duty as a patrolling sentry, passing from one place to another as occasion demands.

466. The instructions given to Sentinel No. 3 must necessarily leave the matter of his position largely to his discretion. He is posted as a patrol for the protec-

tion of property and supplies in the northern corner of the camp, where thieves may prowl or outsiders loaf about or create disorder. His post covers the vicinity of the mess-hall, kitchen, sink, bath-house, and work-shop. At times he must be particularly vigilant in the neighborhood of the commissary store. In addition to his protective and detective functions, he is to see that no swill or other refuse is thrown upon the ground or over the rear fence, that the boat is not used by outsiders, and that, in the early morning, before Reveille, the servants perform their duties quietly. On this last point he must be firm, as the servants, unless checked, have a habit of singing or shouting, and rattling dishes and utensils, to the disturbance of those in the camp who need sleep until the sounding of Reveille.

467. In like manner, Sentinel No. 2 in the centre of the camp, must check loud talking by members of the Corps who may rise early.

468. Headquarters Marquee contains the colors at night. Sentinel No. 2 has charge over them. In the daytime and until Tattoo, this Sentinel walks his post or takes shelter under headquarters fly; but at night he takes a larger range, and looks after the lines of the officers' tents and non-commissioned staff officers' tents, to see that no one prowls about them to steal. He observes also the company streets, going into them, however, only to arrest any suspicious character, or to warn men into quarters. In a word, from Tattoo until Reveille, No. 2 Sentinel is a patrol through the centre of camp, if necessity requires; but if everything is quiet, he habitually stays on his post, or comes back to it frequently.

469. The Headquarter Sentinel must be instructed how to conduct himself when the colors are taken from headquarters (*see paragraph 419*). He acts the same, whether a company or the Color Guard escorts them.

470. The Officer of the Guard will understand how to let the Sentinels see that the security of the camp is in their hands, and that, as men of intelligence, their common sense, within the bounds of military custom (which is of itself simply the application of common sense), must teach them how to act. They must not shout for the Corporal of the Guard during the night to disturb the camp for trivial matters, neither are they to challenge in form when on posts 2 and 3, these posts not having the countersign.

471. One drummer must quarter constantly with the guard. When he goes to meals (which he does with the second relief) or to bathe, the Drum Sergeant must send a drummer to supply his place.

472. As the drummers' call before each meal is about to be beaten, the Sergeant of the Guard is to be sent to the bath-house, to warn any men there to go to their company streets. He is then to go to the mess-hall.

473. Each evening at half past seven o'clock, if the man in charge of the band lanterns has not commenced placing them, the Officer of the Guard sends and reminds him.

474. At quarter before eight o'clock, the four supernumeraries will report at the guard-tents, and at five minutes before eight o'clock, two of them are posted as Sentinels, in such positions as to keep the crowd from pressing in around the band. At twenty minutes before nine o'clock, the other two supernumeraries relieve these Sentinels, and are in turn relieved when the band practice ceases and the lights are removed. If the man in charge does not come promptly to remove the lights, the Officer of the Guard sends and reminds him.

475. Boys will not be allowed to shout, whistle, or chase around the band during practice.

476. Venders of cigars, candy, etc., and all other undesirable persons, will be put out of camp.

477. Every evening, as soon as band practice is over, the members of the reliefs off post will be sent to the parade to bring all settees to the guard-tents; also any camp-stools that may be left on the parade.

478. On the last morning of camp, as soon as the new guard has marched to the guard-tents and both guards have saluted the Officers of the Day, the Sentinels of the old guard will be called in without posting new ones, except No. 1 Sentinel; and the old guard, as soon as they are in, will march off. The new guard will then stack arms and break ranks.

This done, the guard will then unscrew the fastenings of the arms-racks, take down the hanging tent-shelves, and a squad will carry the racks and shelves, together with all the "articles in charge," to the mess-hall, and there stow them under direction of the Quartermaster. The stationery will be turned over to the Adjutant.

Meanwhile another squad will be directed to strike the tent flies, fold them neatly, and stow them in the mess-hall, as the Quartermaster may direct.

The tents will then be struck by the whole guard, who will load them, with the poles, on teams, or stow them, as the Quartermaster may direct.

Nothing will be left at the guard quarters but the tent floors and the stanchions; everything else must be disposed of as the Quartermaster directs.

Sentinel No. 1 will then be relieved, the guard will take arms, march to the parade, and be dismissed.

The musician remains with the guard and assists.

479. On the last morning of camp, the call for *Fatigue* will not be sounded until specially ordered by the Officer of the Day.

THE BAND.

480. The Drum Major will familiarize himself with all matters contained in this book which may apply to the musicians under his charge. He stands in the same

relation to the band that a First Sergeant does to a company, and the band is under the same regulations as to general duty, discipline, quarters, bedding, bathing, meals, and police duty, as a company, except that the band has no skirmish-police to perform. The field musicians quarter with the band and are under the same discipline and control, subject to the same routine in matters above mentioned; they answer to roll-calls with the band, falling in on its left, and march with it in that position to meals and bed-tents, and are, in all these matters, habitually considered a part of the band.

481. The Drum Major details watchmen for the band street during meals; during evening practice, he details a drummer for that duty. These watchmen must walk the street like Sentinels and vigilantly observe every tent.

FIRST DAY OF CAMP.

482. While on the way to camp, the Adjutant gives out the details for the guard to the companies, so that there may be no delay in posting it immediately after reaching the camp ground.

483. The Quartermaster causes the garrison flag to be hoisted as the Corps enters the gate. Line is formed on the parade, and the companies are dismissed, right-wing companies going into their streets by the right flank, and left-wing companies by the left flank, to the rear. The band, or the field-music if there is no band, plays the companies into their streets, marching well forward, and then countermarches into its own street.

484. On breaking ranks, the men carry their baggage into their tents and arrange everything therein as prescribed. The details for guard are assembled forthwith upon the call for Guard Mounting, which the Officer of the Day causes to be beaten promptly.

485. The hour at which the Corps usually goes to camp precludes battalion drill on the first day. First

Sergeant's call on this first day is sounded at five o'clock P.M., unless the Adjutant desires it otherwise. Regular routine, according to the list of hours prescribed, begins with the Inspection and Muster.

486. If the band does not accompany the Corps into camp, the companies are assembled by their respective Captains in their streets at eight o'clock P.M., and instructed until nine o'clock in discipline, courtesy, care of quarters, care of arms and accoutrements, inspection of quarters, and assembly.

487. "Falling-in" requires great attention. Three points must be insisted upon, and the manoeuvre must be practised until they are attained, viz.: 1. Absolute silence — no one in ranks to utter a sound after the command "*Fall-in.*" 2. Celerity — the men to move briskly, and in a soldierly manner. 3. Precision — every man to know and take his place exactly. Five seconds should be sufficient time for this movement.

SUNDAY.

488. On Sunday, company drill, rifle practice, and battalion drill are omitted. All other routine duties are performed. No games will be permitted.

489. During the hour devoted on week-days to company drills, the Captains will lecture to their respective companies in an informal manner on the routine of camp duty, explaining carefully all matters which the men are expected to learn while in camp. Properly employed, this hour can be made very useful to the Corps.

490. At four o'clock in the afternoon, church service is held in the mess-hall, the Corps attending in undress uniform. The dining tables are moved aside, and the chairs in the hall are arranged for the friends of the Corps, in such a manner as to leave space enough before the reading-desk to seat the Corps upon camp-stools.

The companies fall in without arms, each man carrying a camp-stool in his left hand, and are marched by the First Sergeants to the hall. They do not form in leaving.

MONDAY.

491. When the band does not accompany the Corps to camp on Saturday, it reports on Monday, reaching the ground after Guard Mounting. Meanwhile the field musicians, with whom a number of buglers are included, furnish the necessary music for the routine of duty.

492. Monday morning ought to find every man well instructed, theoretically at least, in all the routine.

LAST DAY OF CAMP.

493. The Corps usually breaks camp on Saturday morning. Regular routine is followed up to and including Guard Mounting.

494. The Officer of the Day orders Fatigue call to be sounded as soon after Guard Mounting as the Quartermaster is ready for it.

495. The companies, with all their commissioned officers present, and under their constant personal supervision, perform the following work:—

First, all baggage will be taken from the tents and placed upon the teams, or otherwise disposed as the Quartermaster may direct.

Second, each company will assemble in its street wearing undress uniform and in heavy marching order. It will stack arms in its street, unsling knapsacks, and hang accoutrements, haversacks, and canteens upon the stacks. It will then break ranks.

Third, the arms-racks will be unscrewed, the hanging tent-shelves taken down, and, with the racks, pails, catch-all boxes and brooms, will be carried to the mess-hall and stowed as the Quartermaster may direct. Squads will be sent to the bed-tents, line officers' tents, and tents

of the field and staff and non-commissioned staff to do the same thing, each company attending first to its own bed-tent and its own officers' tents. The remaining tents are taken similarly in charge by squads from the companies, furnished equally, under direction of the Officer of the Day.

Fourth, when all the tents have thus been cleared of their racks, shelves, pails, and brooms, the companies will fall in and march to the bed-tents, from which the mattresses will be taken, as at Tattoo, and stowed in the mess-hall, as the Quartermaster directs. Squads will then be sent, as before, to take the mattresses from the tents of officers and non-commissioned staff officers.

Fifth, the flies will then be taken from the company tents, folded twice lengthwise, lines inside, the ends turned over, and neatly rolled up and stowed in the mess-hall as the Quartermaster directs, squads being sent as before to the bed-tents and other tents to do the same.

Sixth, the companies will again fall in without arms, and will be told off in squads, under direction of the Officer of the Day, to strike all the tents except the company tents, disposing of tents, poles, and pegs as the Quartermaster may direct.

To strike a tent, cast off the sod lines, and all the wall lines except at the corners, drawing up the blocks to the eaves, doubling the lines once and securing them by a half hitch. Two men, inside the tent, then lower the upright poles against one stanchion, while two men, outside, undo the corner lines, taking care not to strain the canvas in lowering. The uprights and ridge-pole are then drawn out and the tent laid flat on the ground, doubled at the ridge, ends folded over inward, forming almost a square, all wrinkles smoothed. Fold from both ends inward on the seams. The pack thus obtained should be about thirty inches wide. Turn over its ends about eighteen inches and roll from the bottom, leaving only one line out, which is used to bind

the roll, lengthwise and crosswise, and secured by a half hitch.

Seventh, the company tents are struck last and similarly disposed. Headquarter Marquee is left standing.

496. The Quartermaster provides screw-drivers to unscrew the racks.

497. The band works as a company, attending to its own tents, including its bed-tent and its mattresses.

498. Captains and Lieutenants must show tact and judgment in handling their companies as working parties, when striking camp. The men should be told off by name, in squads, with specific instructions telling them just what to do, and care must be taken that needless strength is not expended in one place, at the cost of overtasking too few men in another. Besides the tents in its own street, each company strikes those of its own company officers, its own bed-tent, and its equal proportion of the tents on the line of field and staff and non-commissioned staff officers — *i.e.*, each company strikes seven tents outside of those in its own street. The term “striking,” here includes clearing the tents and stowing their contents as well as the flies and the tents.

499. If the tents are damp, they are left standing, in charge of a party to remain on the ground, and are not struck until perfectly dry. Neither flies nor tents must be folded or stowed in a damp condition.

500. The company officers will observe the progression in which the striking of the tents is prescribed, particularly the order in which the articles are to be carried to the mess-hall for stowage. By receiving them in the manner prescribed, the Quartermaster will be able to prevent all confusion, and can keep each class of articles separate, in a position to be easily reached when again wanted; whereas, if things are carried together without system to the mess-hall, confusion will ensue. Due care will, in the end, save the Corps time and expense.

501. If there is time, the companies will then be put upon skirmish-police, as at Fatigue, and go over the whole field, removing all rubbish and disposing of it as the Officer of the Day may direct, the object being to clear the field of unsightly things and leave nothing on the ground but the tent-floors, stanchions, and Marquee.

502. The garrison flag flies until the Corps forms line and Retreat is sounded, as the Corps is about to march off. A detail lowers it at the last note of the Retreat.

BOOKS, BLANKS, AND PAPERS.

503. All staff officers and Captains take to camp the books, blanks, and papers relating to their several departments or companies in the current year.

The Adjutant provides Sick Reports, Morning Reports, Guard Reports, Guard Detail Cards and Orders, Registers of Passes, Pass Cards, and such extra blanks as may be needed.

The Paymaster provides Muster and Pay Rolls, Assignment Rolls, Commissary Checks and Meal Tickets.

The Quartermaster provides Price Lists for Commissary Store and Tags for Baggage.

The Surgeon provides blanks for Meteorological Observations and reports in his department not otherwise provided for.

The Inspector of Rifle Practice provides Score Cards.

MEDALS AND BADGES.

504. The Palfrey Medal, of gold and enamel, is a distinction for excellence in drill, donated by General Francis Winthrop Palfrey in 1873, and is awarded annually.

The Appleton Medal, of gold, is a distinction for excellence in shooting, donated by Mr. Francis H. Appleton

in 1873, and is awarded annually. Bronze duplicates may be worn by those who have once won the gold medal.

These medals are only worn upon the dress coat.

A small badge of gold and enamel, peculiar to the Corps, in the form of a six-pointed star, with the date 1741, and motto "*Monstrat viam*," is worn upon the waistcoat and sometimes upon the watch-chain, by many active members, honorary members, and members of the Veteran Association; but it is not to be worn by active members on the outside of their uniform coats.

One condition under which the Corps accepted both the Palfrey Medal and the Appleton Medal, is that it shall not accept other similar distinctions. The Board of Officers decides the conditions under which the competition for each medal shall be held, and the standard of excellence. It is customary to award the Palfrey Medal in the spring, and the Appleton Medal at the anniversary parade in October, although the donors have wisely refrained from fixing too rigid conditions. They have simply left the terms to the Board of Officers to determine in such manner as may, from time to time, seem to be for the best interest of the Corps.

SKIRMISH DRILL.

505. Skirmishing is an essential in modern military education. Its importance must be recognized, irrespective of the practical methods of its exercise; and its object, to deploy open lines of men under perfect control by the simplest means, must never cease to engage the attention of the officers charged with the instruction of infantry and cavalry soldiers.

In the militia this instruction becomes doubly difficult, from the fact that its practice in armories can be hardly more than theoretical, for lack of space, and is exceed-

ingly limited in the field, for lack of opportunity. In truth, the attempt to make any progress with the drill in an armory, is nearly as great an anomaly as the expression "theoretical practice;" but still, something can be done under cover in the way of practice, and study must aid it.

Therefore, company officers, during the months when they are forced to drill in doors, must not omit, at every company drill, to give their men as much skirmish practice as the limited space at command will permit.

They can, at least, cause their men to deploy at proper intervals, forward, and by the flanks; to recognize the direction in which the enemy is supposed to be; to advance, retreat, march by the flank, and to fire, even though only a few men, by reason of cramped quarters, can be taught at a time. In a word, the officers can thus teach their men many things relating to the skirmish drill, which will save valuable time when opportunity presents itself for further practice in the open.

While so doing, they must not forget to explain the extent of ground that a company deployed as skirmishers may cover, nor to impress upon the men how much the efficiency of the line depends upon the individual intelligence and the confidence of the soldier in himself. They must also point out how the soldier must avail himself of cover, whenever such can be obtained without materially losing his proper place or function in the line.

When the men get a knowledge of these things, even theoretically, some progress will have been made; and even in spite of the difference between an armory floor and a stiff bit of broken country, the men may be taught to grasp the idea of the drill and its importance. At best, however, it will be dry work; hence anything that can stimulate the interest in it will be a boon—and when this stimulation can be made the means of adding another very necessary adjunct to the instruction, a double benefit is secured.

When the officer in command explains the length of a skirmish line, his men will easily perceive that the human voice can hardly be made to reach all parts of it, especially if firing were going on. For this reason the drill-books prescribe bugle calls, which the men are to memorize.

The present drill-book gives twenty of these calls applicable to skirmishers, with which they are supposed, in time, to become familiar. These calls are to be given with the bugle, so states the book, except that one of them, "*Cease firing*," is written also for the drum.

Now, whatever the army may be able to do in the way of sounding skirmish calls, or knowing what they mean after they are sounded, the militia can hardly be expected to attain great proficiency in the same direction; and yet the militia of this country contains a great many earnest young men anxious to know and to do their whole duty. These men will gladly memorize calls if they can be simplified, as for instance with a whistle, while the addition of such calls to the drill will greatly increase the interest in it.

506. Bugles or drums require trained musicians. A whistle can be heard at a great distance—any one can blow it—hence it is a convenient instrument for signals.

507. Whistle-calls should associate themselves naturally with the action or command, be readily memorized, and as few as possible should be arbitrary. A number of the commands are of such a nature that the voice or gestures are needed for them on the spot.

508. Such calls, however, as can be whistled, will greatly relieve the officer in command; moreover, they can be heard where his voice cannot reach.

509. The Commanding Officer has devised the following for the use of the Corps:—

WHISTLE SIGNALS FOR SKIRMISHING.

FORWARD,	==	Two quick notes.	(<i>Staccato.</i>)
HALT,	=	One quick note.	(<i>Staccato.</i>)
TO THE REAR,	==	Two quick notes and one long note.	
COMMENCE FIRING,	=====		
CEASE FIRING,	=====	Two long and two quick notes.	
CENTRE,	=====	One long note and two quick notes.	
TO THE RIGHT,	=====	One prolonged note.	
TO THE LEFT,	=====	Two prolonged notes.	
ASSEMBLE,	==, ==, =====	Three prolonged notes.	
DEPLOY, same signal.		The marching beat for quick time.	
DOUBLE TIME,	====, ====, =====	Three quick notes thrice.	
RALLY BY COMPANY,	=====	A dozen or more quick notes.	
DEPLOY, after the Rally.		Same signal.	
RALLY BY FOURS,	=====	Four quick notes.	
DEPLOY FOURS, same signal.			

The commands "*Forward*" and "*Halt*" are given like the sounds of the bell commonly used in starting and stopping street cars.

The command "*To the Rear*" is given as usually uttered, the two first words quick, dwelling upon "*Rear*."

The command "*Com-mence Firing*" is given by dwelling upon the syllables of "*Com-mence*" and uttering "*Firing*" briskly. It is a well-known railroad signal.

The same principle applies to the command "*Cease Firing*," the word "*Cease*" being prolonged.

The commands "*Centre*," "*To the Right*" and "*To the Left*" are arbitrary, but may be easily memorized.

The commands "*Assemble*" and "*Deploy*" are simply the single taps on a drum in marching quick time — thus — "*Left, ——— Left, ——— Left, Right, Left.*"

The command "*Double time*" is like counting the time in the music of a polka — thus — "*One, two, three ——— one, two, three ——— one, two, three.*"

The commands "*Rally,*" and "*Deploy*" after a rally by company, are given by a dozen or more sharp notes as quickly as they can be blown, to indicate the act of running. The breath should be shot into each note.

The commands "*Rally by Fours*" and "*Deploy Fours*" are four sharp notes easily associated with the movements they indicate.

When these commands are combined, short pauses should be made between them, so that no part of one may be confounded with a part of another. File-closers with the skirmish line must take care that the whole of a command has been given before its execution is begun. There is no command "*MARCH.*" The preparatory command carries the command of execution.

No signal is used to announce the guide. It is on the skirmisher on whom the deployment is made, unless otherwise ordered by the voice.

510. Combinations of the whistle signals readily suggest themselves — thus : —

To deploy by the right flank, blow the signal "*To the Right*" ——— ——— and the "*Deploy*" — , — , ———

To deploy by the left flank, blow thus :

——— ——— ——— ; — , — , ———

To deploy by both flanks, blow thus :

——— ; — , — , ———

If the deployment is to be forward, prefix the command "*Forward*," — thus:—

■ ■ ■ ■ , ■ ■ , ■ ■ ■ ■ ————— ————— { <i>Forward.</i> <i>Deploy.</i> <i>To the Right</i> (i.e., the left is the basis).
■ ■ ■ ■ , ■ ■ , ■ ■ ■ ■ ————— ————— ————— { <i>Forward.</i> <i>Deploy.</i> <i>To the Left</i> (i.e., the right is the basis).
■ ■ ■ ■ , ■ ■ , ■ ■ ■ ■ ————— { <i>Forward.</i> <i>Deploy.</i> <i>Centre</i> (i.e., the centre is the basis).

ORDERS AND CORRESPONDENCE.

511. Military orders are either General or Special. General Orders refer to the whole command. Special Orders refer to a part of the command, or to individuals only.

512. Orders must state the headquarters from which they are issued, the date, and the number in series. A new series begins each year. They may be signed by the Commanding Officer, but are usually signed by a staff officer, who writes below them, "*By order of —*" (giving the surname of the officer, preceded by his title), and signs his own name followed by his rank and title.

513. When orders allude to more than one subject, or to a subject which is separated into two or more heads, the orders are divided into paragraphs numbered from one up.

514. Company orders are signed by the Captain, who, in commencing them, omits the word "Headquarters," and simply designates his company and Corps. Such orders are neither general nor special. They are written,

“Orders No. —.” If signed by the Captain, the title of *“Captain”* only, follows the signature. A Lieutenant in command of a company signs, *“First Lieutenant Commanding,”* or, *“Second Lieutenant Commanding,”* as the case may be.

515. In military correspondence, a similar rule as to date and signature applies, except that a staff officer, writing a communication by direction of his commander, commences it with the words, *“I am directed by ———”* instead of using the conclusion *“By order of ———.”*

516. In addressing a military communication, the rank of the officer addressed will precede his name, and his title will follow. He may be addressed as *“Sir,”* but it is usual to give him his rank, as *“Colonel,”* *“Captain,”* etc.

517. In commencing a military communication (except those written by staff officers under direction), it is customary to use the words *“I have the honor to state”* or *“request,”* etc., as the case may be; but in the instance of a soldier addressing his Captain, desiring a furlough or an indulgence, the words *“I respectfully request”* would be equally proper.

518. In concluding a military communication, the words *“Very respectfully, your obedient servant”* are used; and in all cases the rank follows the signature.

519. Military communications are written on paper of “letter size.” Foolscap may be used when necessary, but note paper never. Letter paper is folded in three equal folds, foolscap in four, the folds to be parallel with the writing, and long envelopes are used. The writing will be put on but one side of the paper.

520. Enlisted men of companies address all communications to their Captains. Non-commissioned staff officers address their immediate superiors — *i.e.*, the Sergeant Major and Drum Major address the Adjutant; the

Quartermaster Sergeant, the Quartermaster; and the Hospital Steward, the Surgeon.

521. Officers, in writing to a superior, address his Adjutant-General or his Adjutant; in writing to an inferior, they address him directly. Communications from a superior to officers under his command, are habitually written by his Adjutant-General or his Adjutant.

522. All communications must be forwarded through proper channels; as, for instance, in a battalion, the Adjutant is the proper channel for communications going up, and the Commanding Officer for those coming down.

523. A communication containing a request or a report from an officer, must be addressed to the headquarters where such request or report is to be considered; thus — an officer applying for a leave of absence, would address the Adjutant-General of the State — whereas, if he only desired something which the commander of his battalion could act upon, he would address the Adjutant.

524. The back of the first or upper fold of a paper is reserved for the briefing when it is filed. The second fold and the third, with additional folds pasted on if necessary, are used for endorsements.

525. In endorsements, the headquarters from which they are written and the dates are first stated. They are then "*Respectfully forwarded*," "*Respectfully referred*," or "*Respectfully returned*," as the case may be. In forwarding, they are signed by the officer from whose office they are dated, also in referring them to an equal. In referring or returning them to a subordinate, they are signed by a staff officer, "*By order of*" his chief, as in orders.

526. Further information on this subject may be found in Article XX., "*Orders and Correspondence*," Massachusetts Regulations.

ALARM LISTS.

527. Cards, with spaces for the name, business address, residence, and telephone number (if any) of each member of the Corps will be furnished to him, to be filled in and mailed to the Adjutant. The First Sergeants compile Alarm Lists of their companies, and post the lists conspicuously in the armory, showing all these particulars, keeping them constantly corrected to show just how each member may be reached in the shortest time if the Corps is suddenly called upon for duty. When a member leaves the city in summer, he will notify his First Sergeant where telegrams will reach him.

STANDING ORDERS.

528. These Standing Orders are published for the use of members of the Corps, to furnish them with a manual in which they may find some of the rudiments of their military duty, as well as matters relating to the domestic economy of the Corps, of which no member should be ignorant.

BY ORDER OF LIEUT.-COLONEL EDMANDS.

J. E. R. HILL,

Adjutant.

HEADQUARTERS 1st CORPS CADETS,

MASSACHUSETTS VOLUNTEER MILITIA,

BOSTON, January 1, 1890.





SEAL OF THE CORPS.

APPENDIX.

BILL OF DRESS,

FIRST CORPS CADETS, MASS. VOLUNTEER MILITIA.

DRESS COATS

For all Officers and Enlisted Men.

Of white broadcloth, frock pattern, to be made without padding; two rows of large Cadet buttons on breast at equal distances, six in each row; skirt to reach the seat in sitting; cuffs and collars of sky blue cloth, the same as trousers; standing collar one inch wide to fit closely to the neck and permit the chin to move freely; cuffs three and one-quarter inches wide; one small Cadet button at each end of collar in front, on line with breast buttons, and three on the front of each cuff; two hip buttons (large) on the back, on the same level as lowest buttons on front.

Enlisted Men, to have a strap of sky blue cloth, same as trousers, on each shoulder, sewed at sleeve seam and buttoned with small Cadet button at upper end near the collar.

Rank of Officers to be designated by shoulder straps of gold lace embroidered on sky blue cloth to match the collar and cuffs; insignia of rank indicated on the shoulder straps in accordance with paragraph 579, Regulations M. V. M.

UNDRESS.

For Officers. Dark blue cloth sack, made without padding, to fit the form easily; the bottom to reach the bend of the wrist when the arm is at full length by the side; single-breasted; falling collar; five buttons on

front, the same as worn on the dress coat, placed equidistant from collar to waist; three small Cadet buttons at back of cuff; shoulder straps the same as on the dress coat.

Officers are also to have a second undress coat, as follows :—

Dark blue cloth, single-breasted, to be made without padding, fastened in front by hooks and eyes on an under fly, front edge to meet but not lap; bottom of the coat to reach the bend of the wrist; small standing collar with insignia of rank embroidered on each corner in front; black flat silk braid trimming one-half inch wide running around the outer edge of the coat and upon the collar; four straight double bands of same trimming at equal distances across the breast; side seam cut up about nine inches to allow for sword slings; quarter inch black silk braid double on back seams, the same braid to be used on the front of the bottom of the sleeves in scroll trimming according to rank of officers, the same as upon overcoats, four braids for Lieutenant Colonel, three braids for Major, two braids for Captain, one braid for First Lieutenant, Second Lieutenant plain.

This coat is worn outside the belt when on duty. It may be worn at Armory drills, at Rifle Practice, and on Company drill in camp, but not on guard, nor on battalion drills in camp, nor when on duty as Officer of the Day. It will habitually be worn at meals as a mess jacket, and also in quarters.

For Enlisted Men. Dark blue Middlesex flannel, single-breasted, fastened in front by four large Cadet buttons; turn-over collar one and one-half inches wide; bottom of the coat to reach the bend of the wrist when the arm is at the side, or just sufficient to conceal the seat of the trousers when standing; belt straps of same flannel at each hip and on each shoulder, sewn at bottom and buttoned at upper ends with a small Cadet button; inside pocket in each breast.

OVERCOATS.

For Officers. Of sky blue cloth, same color as trousers, to be double-breasted, lined throughout with sky blue flannel; "stand and fall" collar three inches wide; inside pockets in each breast and in each side of skirt behind; cape to extend to the middle of the hand when the arm is at the side; cape to be lined with sky blue flannel, and be made to button under the collar with nine small Cadet buttons; two rows of large Cadet buttons on each breast, placed at equal distances from neck to waist, seven in each row, and four on the skirts behind; one above and one below each pocket flap; ten small Cadet buttons on the front of the cape and nine button-holes at top of cape; the cape to have a false or shifting collar with nine small Cadet buttons to match button-holes on cape; three small Cadet buttons on the back flap of skirts, to be concealed by false flap when buttoned; quarter inch black silk braid on the front of the bottom of the sleeves in scroll trimming to indicate rank of officers in accordance with paragraph 589, Regulations M. V. M., viz. : four braids for Lieutenant Colonel, three braids for Major, two braids for Captain, one braid for First Lieutenant, Second Lieutenant plain. Skirts to cover the knees. Overcoats to be worn by officers over the side arms.

For Enlisted Men. Of sky blue cloth, same color as trousers, to be single-breasted, lined throughout with sky blue flannel, except the cape; to have a row of eight large Cadet buttons in front, placed at equal distances from neck to waist; six small Cadet buttons on the front of the cape at equal distances, and four large ones on the skirts behind; one above and one below each pocket flap; one pocket inside each breast and one inside each side of skirt behind; skirts to cover the knees; cape to extend two inches below the elbow when the arm is at the side; "stand and

fall" collar three inches wide; overcoat to lap in front three inches; overcoats of enlisted men to be worn beneath the belts, cape outside the cross belt.

TROUSERS

(The same for Dress and Undress).

For Officers and Enlisted Men alike. Of sky blue cloth, with a welt one-eighth inch wide down the outer seam of white cloth, same as the coat; leg seams straight, without spring and without canvas at bottom.

HATS (*Dress*).

For Officers and Enlisted Men. Of the pattern known as the French Shako; felt body, with falling visor; bands, top and strap of patent leather; strap five-eighths of an inch wide to have gilt buckle in front and a large Cadet button at each temple; plate bearing the device and motto of the Corps on the front of the cap (the arms of Shirley and Bowdoin impaled, crest a five-pointed star, motto "Monstrat Viam").

For Officers. A band of one-eighth inch gold lace around the cap on the felt, touching the top and bottom leathers.

Pompon, for Officers and Enlisted Men alike. Of sky blue and white worsted, pear shaped, the larger end uppermost, two and three-quarters inches high by one and five-eighths inches largest diameter, the blue at the top and white underneath; set up from the cap by a gilt ball socket.

CAPS (*Undress*).

For Officers. Dark blue cloth with a band of black silk braid one and one-eighth inches wide; falling visor and strap of patent leather; strap five-eighths of an inch wide to have gilt sliding buckle worn to the left of the front, the strap to be fastened to the cap by one small

Cadet button at the temple on each side; top of cap circular, five inches in diameter and having one-eighth inch black silk braid scroll work according to rank of officers as follows: four braids for Lieutenant Colonel, three braids for Major, two braids for Captain, one braid for First Lieutenant, Second Lieutenant plain.

Ornament, in front on band, a gold embroidered open wreath, two inches spread and one and one-quarter inches high, encircling "I C C MASS" in silver, one-quarter inch high, the "I" placed between the points of the wreath, the "C C" beneath the "I," and the MASS under the "C C."

For Enlisted Men. Same pattern as for officers: of plain dark blue cloth without the silk band or braids; the device of the Corps according to pattern on the front of the top (a gilt six-pointed star one and seven-eighths inches in diameter, bearing a garter with motto "Monstrat Viam" and date 1741 encircling a Greek cross inscribed with letters "I C C").

BUTTONS.

For Officers and Enlisted Men alike. Gilt, extra rich, convex; large size, nine-tenths of an inch in diameter, bearing twenty-six stars encircling the arms of the Commonwealth, and the word "Massachusetts" on a scroll beneath; small size, six-tenths of an inch in diameter, bearing the letters "I C C" in Old English, encircled by an oak wreath; the field of both buttons chased in fine horizontal lines.

CHEVRONS.

For all Non-Commissioned Officers (except the Hospital Steward). Of sky blue cloth stitched upon white cloth, to show between the chevrons and at their edges — the same for dress and undress coat — for the overcoat, to be of one-half inch black silk braid sewn on the out-

side of the sleeve below the elbow, not to be concealed by the cape; non-commissioned officers to wear the service stripe below the chevron; chevron of Hospital Steward according to Regulations.

GLOVES.

For all Officers and Enlisted Men. Pure white.

EQUIPMENTS.

Belts. Of black enamelled leather two and one-half inches wide; waist belt with gilt plate three and five-eighths inches long by two and five-eighths inches wide, bearing a six-pointed star on which is a garter with the motto "Monstrat Viam" and date 1741, with a Greek cross inside the garter; the cross belt fastened on the back by a sliding white metal buckle three inches long by two and three-quarters inches wide and three-eighths inch rim, and to have on the breast a white metal plate three and three-quarters inches long by two and five-eighths inches wide, bearing the device and motto in gilt the same as that on the dress cap.

Cartridge Box. Of black enamelled leather, with gilt ornament same as on undress cap.

Bayonet Scabbard. Black leather nineteen inches long, brass tips and buttons.

Service Belts. Of woven linen, known as the "Mills Cartridge Belts."

Swords. For Field Officers, light sabres, gilt hilts with arms of the Corps worked in; nickelled scabbards.

For other officers, straight swords of U. S. Army pattern (Line Officers).

Knapsack. Of black enamelled cloth, over box eleven inches high, fourteen inches wide, and three and three-quarters inches deep; two flaps at back, the outer of black enamelled cloth, inner of black patent leather; two straps of black leather seven-eighths of an inch

wide fastened at top three inches from edge to secure flaps, and fastening with black metal buckles under the bottom; flap of black enamelled cloth on top for overcoat, secured by three straps of black leather five-eighths of an inch wide, fastening with black metal buckles; slings of buff leather one and one-half inches wide sewn yoke-fashion to knapsack at top, and secured at bottom with black metal buckle, hooks and rings; the number of the knapsack painted on both sides one inch from the top in yellow figures one and one-quarter inches high.

Haversack. Of blue denim ten inches wide, nine inches deep, with five-inch flap; strap to go over shoulder, of same material, one and one-quarter inches wide.

Canteen. U. S. Army pattern, tin, covered with gray felt, with white cloth sling.

HORSE FURNITURE.

Saddle. Whitman pattern (point of cantle cut off), covered with plain black leather; stirrup straps and hoods of same.

Bridle. Plain black leather, including reins; forehead-stall covered with gilt chain work; nosepiece of three-quarters inch white leather; rosettes bearing same device as on cartridge boxes; bits gilt, according to pattern; no martingale allowed.

Housing. Black enamelled leather; two rows quarter inch white leather around edge; nickel sun-burst in each corner, bearing the same device as the dress cap.

Collar. Black enamelled leather; one row white leather on edges, quarter inch wide; gilt spread eagle on breast, according to pattern.

Halter. Plain black leather throughout.

EXTRACTS FROM MASSACHUSETTS REGULATIONS.

NOTE. — The numbers of the paragraphs are retained.

Discipline.

226. Under the term Military Discipline, is included every systematic means for insuring the following results :—

I. Unhesitating obedience in strict enforcement of military law and orders, and a careful observance of the respect and courtesy necessary and customary between the branches and grades of the military establishment.

II. The health and comfort of troops.

III. Care and accountability for public military property.

IV. Information, in the most concise form, showing, at stated times, or on demand, the strength, condition, and situation of forces and supplies.

V. Uniformity in matters of detail and correspondence.

Neglect in applying the means which may attain these ends, is breach of discipline.

227. Military authority is to be exercised with firmness, but with kindness and justice. Superiors of every grade are forbidden to injure their subordinates by tyrannical or capricious conduct; and the use of profane or abusive language by superiors to inferiors is prohibited as cowardly and unworthy of officers and gentlemen.

228. All punishment must strictly conform to law, and must follow the offence as promptly as circumstances will permit; but soldiers must be treated with kindness and humanity. A timely word of encouragement and advice will often go further to reform them than severe punishment.

229. Inferiors must obey strictly, and execute with alacrity and good faith, the lawful orders of the superiors appointed over them. Whoever disobeys an order, on the ground of illegality, does so at his peril. It is understood, however, that orders shall not be manifestly against law and reason, and an officer giving an illegal order subjects himself to trial by court-martial, or such other penalty as may attach to the same. Whether a command is lawful often depends upon circumstances with which the superior is acquainted, but of which the subordinate is ignorant. The limits of authority are not confined by written laws. Whatever is necessary for the maintenance of military discipline falls within the scope of military authority. Prompt, ready, unhesitating obedience in soldiers to those who are over them is so necessary to the safety of the military state and to the success of every military achievement, that it would be pernicious to have it understood that military disobedience, in any event, may go unquestioned. Except in solitary instances, when the illegality of an order is glaringly apparent, or the order, if executed, would effect some palpable outrage against moral obligation, a military subordinate is compelled to a complete and un-deviating obedience to the very letter of the command received.

230. Official respect and courtesy, on all occasions, are enjoined upon officers of every grade.

231. All superiors are to avoid censuring inferiors, unnecessarily, in the presence of enlisted men.

232. When on duty, familiarity between officers and non-commissioned officers, between officers and soldiers, and between non-commissioned officers and soldiers, is to be discountenanced.

233. Each subordinate should have complete and exclusive control of his own command, and any orders or instructions to it should be issued to the commander, and none other.

234. Commanders of organizations are required to have their non-commissioned officers properly instructed, and to see that they are obeyed by the men.

Subordination to the Civil Authority.

235. Respect and obedience to the civil authorities of the land is the duty of all citizens, and more particularly of those who are armed in the public service. An individual officer or soldier who resists the civil authority subjects himself to the penalties inflicted by civil law on a civilian in like case. Combination or concert between two or more officers or soldiers in such resistance is not only punishable as above, but renders each individual engaged liable to military punishment.

236. It is the duty of all commanding officers to restrain those under their control from violations of the civil law, and to aid in bringing the guilty to justice.

237. A civil officer charged with the execution of a civil process will, on making known his character and business to the satisfaction of the commanding officer, be permitted to execute his office.

238. Under the title "Aid to Civil Power" will be found regulations relating to the service necessary for the preservation of the peace.

In Armories.

239. Officers and soldiers of the Militia shall be considered on duty whenever in the headquarters or armories of their regiments or companies, and will obey the orders of their superiors present, the same as upon any duty required by law or orders; and all commanders or officers detailed by them for the purpose shall have the right to visit, at any time, any headquarters or armory within their command, and give any orders which they may think for the best interest of the service.

240. Armories shall be under the entire control and charge of the commanding officer of the organizations for which they have been provided, except that, in addition to the officers mentioned in the preceding paragraph, the Adjutant-General and Inspector-General of the State, and their assistants, shall, at all times, have access; and such drills and exercises as they may desire to witness shall be conducted, and such public property as they may desire to see shall be displayed, for their inspection. In like manner, the Surgeon-General and Quartermaster-General of the State may visit headquarters and armories for the inspection of public property appertaining to their respective departments.

241. Upon entering the drill-room, or any room connected with an armory, soldiers will be held to quiet, orderly, and respectful conduct, such to continue until they depart therefrom.

Military Discussions and Publications.

242. Deliberations or discussions among military men, conveying praise or censure, or any mark of approbation toward others in the military service, and all publications relative to transactions between military men, either of official or personal nature, whether newspaper or pamphlet or handbill, are, except when authorized by the Commander-in-Chief, strictly prohibited, as being unmilitary, and injurious to the public interest. Moreover, every officer and every soldier in time of insurrection, or when troops are under orders for the public defence, is forbidden to publish, or permit the publication of, any official letter or report, whether written by himself or others, without permission from the Commander-in-Chief, or to allow any copy of such document to pass into the hands of any person not authorized by proper authority to receive the same.

Military Courtesy.

Officers.

243. Courtesy among military men is indispensable to discipline : respect to superiors will not be confined to obedience on duty, but will be extended on all occasions.

244. All officers will salute each other when they meet, the inferior making the first salute.

245. Officers under arms salute with the sword or hand, according as the sword is drawn or in the scabbard.

246. Officers salute with the sword or hand in making and receiving all official reports, the junior making the first salute.

247. On official occasions, officers, when under arms, in doors, do not uncover ; but they salute with the sword or hand, according as the sword is drawn or in the scabbard ; when in doors, and not under arms, they uncover and stand at attention, but do not salute.

248. An officer mounted dismounts before addressing a superior officer not mounted.

249. Officers in citizens' dress are saluted in the same manner as when in uniform.

250. All salutes must be acknowledged immediately. When returning salutes, officers salute as prescribed in the tactics.

251. When several officers in company are saluted, all who are entitled to the salute return it.

252. Officers in full dress out of doors will on no occasion remove their hats or caps in saluting or returning salutes, except as prescribed for reviewing officers and officers of the day.

In Armories.

253. In armories, or rooms used for drills or meetings, before the command to fall in for drill or any duty under arms is given, the officers and soldiers present

shall, for the purposes of military courtesy, be considered as being in doors; but after the command to fall in has been given, and until ranks are broken, the officers and soldiers present shall, for like purposes, be considered as being out of doors.

254. When a meeting is in progress, and an officer superior in rank to the presiding officer enters, the presiding officer will command *attention*; when all will rise, and so remain until directed by the presiding officer to be seated.

Soldiers.

255. When an officer enters a room where there are soldiers, the word *attention* is given by some one who perceives him; when all rise, remain standing in the position of the soldier, without saluting, and, unless addressed, preserve silence until the officer leaves the room: if at meals they will not rise.

256. Soldiers at all times and in all situations pay the same compliments to officers of the Army, Navy, Marines, Volunteers, and Militia, as to the officers of their own particular regiments and corps.

257. A non-commissioned officer or private in command of a detachment without arms salutes all officers with the hand; if the detachment be on foot, and armed with the musket or carbine, pieces will be brought to a carry, and he will salute as prescribed for a Sergeant; if the detachment be armed with the sabre, he will salute with that weapon, if it be drawn; otherwise as though he were unarmed.

258. Soldiers armed with musket or carbine, out of ranks, and not sentries, salute all officers with the Sergeant's salute, by bringing the piece to a carry, and the left hand across the body so as to strike the piece near the right shoulder, remaining in this position until their salute is acknowledged.

260. Whenever a soldier without arms, or with side arms only, passes an officer, he salutes as prescribed in the tactics, using the hand farthest from the officer. If mounted, the soldier salutes with the right hand.

261. A soldier makes the prescribed salute with carbine, musket, sabre, sword, or hand, before addressing an officer: he also makes the same salute after receiving a reply.

262. In doors a soldier, when unarmed, uncovers and stands at attention, but does not salute; in all other cases he salutes as prescribed, without uncovering.

263. A non-commissioned officer or soldier, being seated, and without particular occupation, rises on the approach of an officer, faces towards him, and salutes; if standing, he faces toward the officer for the same purpose. If the parties remain in the same place or on the same ground, such compliments need not be repeated.

264. If actually at work, soldiers do not cease it to salute an officer unless addressed by him.

265. A mounted soldier dismounts before addressing an officer not mounted.

266. A mounted soldier in passing an officer salutes with his sabre, if drawn; otherwise with the right hand.

267. A soldier having occasion to approach an officer in his tent, to speak to him, will halt at three paces from the tent, and salute. After the salute is acknowledged, he will enter the tent, or state his business from his position outside, according to the indication of the officer. Upon leaving, he will salute the officer from the same position outside the tent. If the front of the officer's tent is closed, the soldier will omit the salute, but, upon arriving at the tent, will speak the officer's name in a respectful manner to attract attention.

268. Non-commissioned staff officers saluting with the sword, at the commands *present* and *carry arms* will

execute the motions at the command of execution, "*Arms*," and not at the preparatory commands of "*present*," or "*carry*."

INTERIOR ECONOMY.

Non-Commissioned Officers.

431. Non-commissioned officers of companies are appointed by the permanent Regimental Commander, on the recommendation of the Company Commander, and are not to be reduced, except by sentence of court-martial, or by the order of the permanent Commander of the regiment.

432. A warrant is issued to each non-commissioned officer, signed by the permanent Regimental Commander, and countersigned by the Adjutant. The appointment or reduction of non-commissioned officers will be announced in regimental orders.

433. Much of the discipline of a regiment depends upon the selection of the Sergeants and Corporals. If they are properly selected, sustained, and directed, they will furnish material aid in governing the men.

434. Besides the particular duties required of non-commissioned officers when in the ranks, according to the system of tactical instruction, it is their duty at all times to observe the conduct of the privates, to counsel and instruct them in their duties, and to report immediately to the proper authority every breach of the Regulations or of orders.

435. A non-commissioned officer, having been duly appointed, cannot, at his pleasure, return to the ranks. His resignation must be sent through the proper channels for the action of the Regimental Commander.

436. Non-commissioned officers are entitled to respect and implicit obedience from the men; they must be just and impartial on all occasions.

437. They should provide themselves with pencil and note-book, in which to enter the names of men forming details. List of property placed in their charge temporarily should also be entered.

438. They should immediately reduce to writing orders and instructions given to them verbally.

439. Non-commissioned officers should be examples of neatness, cleanliness, and soldierly conduct. They should be the first to take their places at roll-calls, and should see that the men take their places promptly and preserve silence.

440. Non-commissioned officers should be thoroughly familiar with the Schools of the Soldier and Company, and with all that relates to the guides in the School of the Battalion and in ceremonies; they should also be instructed in the manner of giving commands.

First Sergeant.

441. The duties of the First Sergeant are peculiar to his position, and require capacity and knowledge superior to those of other Sergeants.

442. The First Sergeant receives orders from the Captain or officer commanding the company, and sees that they are executed.

443. Orders received by the First Sergeant from the Commanding or other officer, should be communicated to the Company Commander at once before being obeyed, if there is time; in any case they should be reported to him as early as possible.

444. At orderly calls, the First Sergeant repairs to regimental or post headquarters, to receive orders or instructions, which he should report to the Company Commander without delay.

445. The First Sergeant should memorize the roster of the company in alphabetical order, so that he can at any time call the roll without his book.

446. There should be a uniform method of forming the company, in order that each man may know his place, and take it promptly.

447. In camp or on other duty, including drill, the First Sergeant makes out and signs the company report, and submits it to the Commanding Officer of the company for his signature, after which it is transmitted to the Adjutant.

448. The First Sergeant should be constantly informed regarding the changes in the company.

449. The sick report must always be made up in the morning before the morning report, in order that the latter may be accurate as to the number of men for duty.

450. The First Sergeant holds the chiefs of squads responsible for the condition of their respective squads, and reports any neglect to the Captain.

451. The First Sergeant keeps the roster, and makes all details from his company.

452. The First Sergeant parades and inspects all details from his company, sees that they are properly equipped for the duty which they are to perform, and then turns them over to a non-commissioned officer, to be marched to their posts, or marches them there himself.

453. The First Sergeant, although he should be familiar with the duties of Sergeants and Corporals, is seldom called upon to perform any duty that would remove him from his own position. He is not liable for guard duty, or fatigue, or detached service, unless the entire company is detailed for the same.

Sergeant.

454. Sergeants have a general supervision of the men, and, if in charge of squads, are responsible that public property in their hands is not misused or lost; they also have charge of the preliminary instruction of recruits.

455. The most important duty of the Sergeant is that of file-closer. Posted in rear of the company when paraded, he must see that the men pay attention to their duty, preserve order, march properly, and keep closed.

* * * * *

458. Sergeants, in all arms of the service, are subject to guard, fatigue, and special duty.

Corporal.

459. Corporals are usually selected for their military appearance and zealous attention to duty. Lance Corporals are privates selected to act as Corporals in case of necessity. They wear no chevrons, and have no warrants.

460. The duties of Corporals are simple, and a capacity for control is the principal requisite. They take charge of the smaller details for guard, fatigue, and police.

461. Corporals are frequently called upon to assume the responsibilities of a Sergeant, and should therefore be familiar with his duties; they should also be familiar with the School of the Soldier, and capable of instructing the recruits in elementary principles.

462. Corporals should be perfectly familiar with the duties of the sentinel, and able to instruct the members of the guard.

Arms and Accoutrements.

492. Commanders of companies will see that the arms and accoutrements in the hands of the men are always kept in good order, and that proper care is taken in cleaning them.

493. All arms in the hands of troops, whether browned or bright, will be kept in the condition in which they are issued; arms will not be taken to pieces by soldiers, without the express permission of the Company

Commander, nor will soldiers under any circumstances deface the metallic or wooden parts by attempts to beautify or change the finish of the exterior.

494. Arms shall not be left loaded in armories, quarters, or tents, or when the men are off duty, except under special orders.

495. The bayonet will habitually be worn in the scabbard, excepting when it is required to be fixed for use as a weapon, or when specifically directed to be fixed by tactics.

496. Rifles, carbines, and revolvers will be numbered by stamping on the front of the butt-plate, or they may, at the discretion of regimental commanders, be painted with small numbers, not exceeding one inch in height, on the side of the stock near the butt-plate. Sabres and swords will be numbered by stamping on the hilt.

497. The following directions apply to the Springfield rifle and carbine; the principles for cleaning apply to all classes of small arms.

Directions for Use.

498. Raise the breech-block by pressing against the thumb-piece upwards and forwards till the breech-block rests on the receiver; if there be an empty shell in the chamber, it will be loosened from its place by the extractor and thrown out by the ejector-spring. Place the cartridge in the chamber with the thumb and two fore-fingers; seize the thumb-piece with the thumb and fore-finger — the other fingers in front of the breech-block — and close it down; the breech-block will press the cartridge home. The cam-latch will spring into its place and lock it; but to make sure of this, it may be well that the soldier acquire the habit of pressing the thumb on the thumb-piece as the hand is withdrawn.

499. The surface of the cam-latch and that of the recess in the breech-screw should be kept free from dust and rust, to prevent sticking in opening the breech after

each discharge; these surfaces should be oiled occasionally. The force of the discharge is exerted against both ends of the body of the cam-latch; and to insure this, the arbor and body of the cam-latch shaft are made purposely to fit their bearings loosely.

500. The hammer should habitually be carried at half-cock, and care taken that the motion of the firing-pin be not obstructed by dust or rust.

501. Should the extractor cut through the rim of the shell, and thereby fail to withdraw it, draw the ramrod and drive the shell out.

502. The chamber should be kept clean, and great care should be observed to prevent cartridges fouled with dirt, and particularly sand, from being inserted or discharged in the piece, as the expansion of the shell presses the sand into the metal, and mars the surface of the chamber, and thus causes the shells to stick. Care should also be taken in cleaning the chamber for the same reason. The shell of an exploded cartridge should not be allowed to remain in the chamber any length of time, for fear it may adhere by corrosion.

503. Should the thumb-piece interfere with the head of the hammer in raising the breech-block, it is probable that either the tumbler or sear screw is too loose or broken.

504. It should be borne in mind that the ejector, cam-latch, and firing-pin springs are *convenient* rather than *essential*; and that the breaking of one or all of them does not necessarily unfit the piece for further service. The extractor alone will loosen the shell so that it can be easily removed by the forefinger, or it will fall to the ground if the muzzle be elevated when the breech is open.

505. Should the head of a cartridge come off in the act of firing, the best mode of extracting the shell is to take out a ball from a cartridge and reduce it with a knife or by rolling, so that it can be inserted into the muzzle of the barrel. Ram the ball hard with the ramrod when the breech-block is closed; this will upset the

ball and fill the headless shell. Open the breech-block and the ball and shell can be easily pushed out with the ramrod. The ball may be loosened in the cartridge shell, so that it may be pulled out with the fingers, by pounding on the portion of the shell surrounding the ball with a light hammer or a stone.

Cleaning and Care.

506. When cleaning the rifle, the barrel should never be washed out, but should simply be wiped thoroughly with successive oiled rags, and lightly oiled inside and out. Purified neatsfoot oil is best for this purpose.

507. Before using the rifle, the barrel must be wiped out with a clean, dry rag.

508. Upon no account is the rifle to be used for carrying any weight; great care must be taken to prevent the barrel from being bent or dented, either of which defects will render accurate shooting impossible.

509. Care must also be taken to prevent the foresight from being bent or blunted.

510. Placing arms forcibly in a rack, or stacking them carelessly, will frequently crook the barrel, particularly at the muzzle, which is the thinnest part, and thus irreparably derange the aim.

511. If the interior of the barrel be allowed to become rusty, the increased resistance to the passage of the bullet will probably cause the latter to strip or pass out of the grooving; rust in the barrel will also prevent the proper expansion of the bullet, and impair its rotation, which is essential to accurate shooting. The surest way to prevent rust in the barrel, is to keep the bore perfectly dry.

512. Armorers may, under special instructions from Company Commanders, follow the rules in relation to the cleaning of arms prescribed by the United States Ordnance Department, in the Book of Instructions issued with the Springfield Rifle, calibre .45.

DRESS.

543. After the uniform of an organization has been determined, no alteration or addition will be made without the approval of the Commander-in-Chief.

544. All officers and soldiers in camp, or upon other duty, must wear the uniform of their regiment exactly as it is prescribed. Citizen's dress, or any part thereof, is prohibited.

545. The hair should be short; the beard, when worn, to be kept short and neatly trimmed.

546. Too much care cannot be given to the manner in which the uniform is worn. Officers and soldiers must at all times remember that no occasion of civil life demands greater care in the appearance of a gentleman than the honor of their regiment demands in the display of its uniform, whether in full dress, undress, or only in moments of ease.

547. Officers and soldiers, in camp or on other duty, will not be permitted to lounge out of tents or quarters bareheaded or in shirt-sleeves.

548. Uniforms will not be worn off duty except by permission of Commanding Officers. The term "off duty" in this connection applies to occasions of social enjoyment, entertainments, or in the daily occupations of civil life, but does not apply to officers or soldiers travelling, or passing to and from parades, drills, meetings, or other duty of a military character.

549. Full dress will be worn on all occasions of ceremony, except as hereafter specially provided.

550. If the weather or circumstances make it necessary for the comfort or health of officers or men, Commanding Officers may authorize the use of undress or additional clothing.

551. On drill, dress or undress uniform may be worn at the discretion of the officer ordering the drill, but

citizen's dress never, except by recruits whom it may be necessary to place under instruction before they have had time to become properly uniformed.

552. On long journeys troops will generally be ordered to travel in undress uniform.

553. Upon all duties under arms, the full complement of accoutrement appertaining to the arms in use will be worn.

554. No officer or soldier when in uniform will detach a button from any part thereof, or appear in uniform with a button detached.

555. Buttons must be kept bright at all times, free from dirt or stains.

556. Buttons, hooks and eyes, or other fastenings, will not be left undone.

557. Boots and shoes must be kept well cleaned and blacked. Slippers or shoes cut so low as to show the stocking will not be worn on duty.

558. Overshoes will not be worn when under arms, except in stormy weather or when the ground is in bad condition.

559. Trousers will be worn at proper length, falling slightly over the boot in front, in such manner as not to touch the ground behind; they will not be turned up at the bottom unless so ordered, nor will they be worn inside the boots except when so prescribed, as in the case of gaiters or for mounted officers and men.

560. Hats and caps will be worn evenly upon the head, visors directly in front; visors made to droop will not be turned up.

561. Watch-guards, chains, and seals will not be exposed on the dress. To secure the watch, the hook or bar of the chain may be pushed through a button-hole of the coat from the inside.

562. Neckties, other than plain black or white, as may be ordered by the Commanding Officer, are prohibited.

563. Commanding Officers will secure uniformity in shirt collars throughout their commands. If allowed at all, no shirt collar will show more than one-quarter of an inch above the coat collar; when collars in regular use cannot be made to conform to this rule, they should be turned down out of sight, or removed, and a false standing collar, stiffly starched, to lap in front about half an inch, will be sewn inside the coat collar. No shirt collars will be turned over the coat collars unless so prescribed in the bill of dress of an organization. Corners of collars will never be bent over or outward.

564. Waist belts will be worn immediately above the lower button or buttons on the front of the coat, and immediately above the two buttons at the back of the waist. Belts will be worn sufficiently small to prevent them from slipping below these buttons.

565. Overcoats, when worn in ranks, will be buttoned throughout and the collars turned down; Commanding Officers may, however, order the capes turned back inward, and the corners secured by one button behind the shoulders; they may also, when the weather requires, order collars turned up.

566. At undress guard mounting, overcoats may be directed to be worn over the accoutrements.

567. Overcoats will not be worn at inspection, except when ordered.

568. When the overcoat is on, and not buttoned throughout, the coat under it must appear buttoned throughout.

569. Crape, when worn, will be neatly sewed on the left sleeve, the band to be not less than three nor more than four inches in width, placed midway between the elbow and shoulder. The band will be joined flat or with flat plaits; no knot will be made in it, and no ends will be left flying.

570. The badges of the Society of the Cincinnati, the Military Order of the Loyal Legion, the Grand Army

of the Republic, and of Armies or Army Corps, indicating actual service in the field, may be worn upon the left breast of the dress coat, the top of the ribbon on a line with the armpit. Ribbons without clasps, or with single clasps, will not exceed one inch in length; for additional clasps the ribbon may be correspondingly lengthened, not, however, to show more than one inch below the lower clasp or insignia attached to a clasp. In like manner, medals or badges won in authorized military target-matches, or in authorized matches for excellence in drill, may be worn upon the dress coat.

571. No medal, badge, ribbon, flower, or decoration, other than those recognized in the preceding paragraph, or other than the prescribed chevrons, service-stripes, and marksman badges, * * * will be worn on the dress or undress coat. No target or drill match will be considered as authorized for the wearing of medals, badges, or ribbons, unless sanctioned by the orders of a Company Commander or superior authority.

572. On the undress coat, the ribbon only, indicating a medal or badge, is to be worn; if worn, it will be placed in the same relative position as upon the dress coat, and will be half an inch in length.

573. Officers responsible for clothing left in armories or in store, should exercise a constant watchfulness over its condition; it should be frequently aired; it must never be put away wet or dirty, and all possible precautions against moths must be taken.

GUARD MOUNTING.

Infantry.

819. At the assembly of guard details, the men warned for duty fall in on their company parade-grounds, in two ranks, facing to the right, non-commissioned officers and supernumeraries falling in as file-closers. Each First Sergeant then faces his detail to the left, verifies

it, fixes bayonets, brings the detail to *rear open order*, inspects the dress and general appearance, replaces by a supernumerary any man whose condition makes him unfit to march on guard, and then brings the detail to *close order*, placing it in position facing the parade-ground, its right at the end of the street toward the color-line. Each First Sergeant will carry on guard mounting a correct list of the detail from his company, thrust in the left side of his belt, to be handed to the Sergeant Major as hereafter prescribed.

820. The band takes post on the regimental parade, so that the left of its front rank shall be twelve yards to the right of the front rank of the guard when the latter is formed.

821. The Adjutant gives the signal for adjutant's call, at the conclusion of which the band plays, and the Adjutant and Sergeant Major march to the regimental or garrison parade, the Sergeant Major on the left. The details are conducted with arms at a *right shoulder* to the parade by the First Sergeants.

822. Upon arriving on the parade-ground the Sergeant Major takes post facing to the left, twelve yards to the left of the front rank of the band; the Adjutant takes post so as to be twelve yards in front of and facing the centre of the guard when formed.

823. The detail which arrives first is so conducted to the line, that, upon halting, the breast of the right front-rank man shall be near to and opposite the left arm of the Sergeant Major. The Sergeant, having halted his detail, places himself in front of and facing the Sergeant Major, at a distance equal to or a little greater than the front of his detail; he then commands: 1. *Rear open order*; 2. MARCH.

824. At the second command the ranks are opened: the front rank dresses up to the line of the Sergeant Major and First Sergeant, the right front-rank man placing his breast against the left arm of the Sergeant Major;

the rear rank steps back, and halts three yards in rear of the front rank; the non-commissioned officers, three yards in rear of the rear rank; the supernumeraries, three yards in rear of the non-commissioned officers.

825. Seeing the ranks opened, the Sergeant commands, **FRONT**; salutes the Sergeant Major, and reports, *The detail is correct; or (so many) Sergeants, Corporals, or privates are absent.* He then passes by the right of the guard, handing to the Sergeant Major as he passes him the list of his detail, and places himself three yards in the rear of his supernumeraries.

826. The other details, as they arrive, form in a similar manner on the left of the first. Each First Sergeant places himself opposite the left of his detail, faces the Sergeant Major, opens ranks, equalizes ranks if necessary by ordering men from the front rank to the rear rank, which closes to the right; he then salutes, reports, and places himself in rear of his supernumeraries as already prescribed; the rear rank, the non-commissioned officers, and supernumeraries of each detail, dress on the rear rank, the non-commissioned officers and supernumeraries respectively of the detail next preceding.

827. The company details alternate in taking the right of the line.

828. The Sergeant Major returns the salutes with the hand, draws his sword, verifies the details, causes the guard to count fours, completing the left four, if necessary, as prescribed in tactics, and then divides the guard equally into two platoons; after which he proceeds to the right of the guard, salutes and hands the senior Officer of the Guard, who will be there to receive them, the lists of the details; he then faces about, establishes the guide, and commands: 1. *Right*; 2. **DRESS**.

829. The Sergeant Major verifies the alignment of the ranks, file-closers, supernumeraries, and First Sergeants, and then returns to the right of the front rank,

faces to the left, and commands, 3. FRONT; passes to the centre of the guard, turns to the right, halts midway to the Adjutant, salutes and reports, *Sir, the details are correct; or, Sir (so many) Sergeants, Corporals, or privates are absent.* The Adjutant, having acknowledged the salute, gives the order, *Take your post.*

830. At the order *take your post*, the Sergeant Major faces about, approaches to within two yards of the centre of the guard, and, turning to the right, places himself facing to the front, three yards to the left of the front rank.

831. The Sergeant Major having reported, and taken his place as indicated, the Officers of the Guard post themselves, facing to the front, three yards in front of the front rank, and draw sword, the senior opposite the centre of the first platoon, the junior opposite the centre of the second platoon; if there be but one officer, he places himself in front of the centre of the guard.

832. The Adjutant superintends the formation, returns the salute of the Sergeant Major with the right hand, draws his sword, and commands: 1. *Officers and non-commissioned officers to the front and centre*; 2. MARCH.

833. At the command *march*, the Officers of the Guard advance, closing toward each other, and halt at three yards from the Adjutant; the non-commissioned officers pass by the flanks, Sergeants around the right flank between the guard and the band, and Corporals around the left flank, passing outside the Sergeant Major, all closing toward the centre, and form in the order of rank from right to left, three yards in rear of the officers.

834. The Adjutant then assigns their places in the guard according to rank, as follows: *Senior officer, commander of guard, and chief of the first platoon; junior officer, chief of the second platoon; senior Sergeant, right guide, and guide of the first platoon; second Sergeant, left guide, and guide of the second platoon; the remaining non-commissioned officers as file-closers of the first and second platoons.*

835. The Adjutant then commands: 1. *Officer and non-commissioned officers*; 2. *To your posts*; 3. **MARCH.** At the command *march*, the junior Officer of the Guard and the non-commissioned officers face about, and take the posts assigned them, the junior officer placing himself three yards in front of the centre of the second platoon, the non-commissioned officers passing around the flanks by the same route as they came to the front.

836. If there be but one Officer of the Guard, the Adjutant commands: 1. *Non-commissioned officers*; 2. *To your posts*; 3. **MARCH.** The senior Sergeant takes his post in the line of file-closers opposite the centre of the second platoon.

837. The officers and non-commissioned officers having taken their posts, the Adjutant directs the commander of the Guard, *Inspect your guard, Sir*; at which he faces about, commands: 1. *Order*; 2. **ARMS**; 3. *Inspection*; 4. **ARMS**, returns his sword, and inspects the guard.

838. The Sergeant Major comes to the order with the guard, and remains in this position until the Adjutant commands *parade rest*.

839. The band plays during the entire inspection.

840. The Adjutant, during the inspection, returns his sword, observes the general condition of the guard, and replaces any man who does not present a creditable appearance, by a supernumerary from his company. If there be no supernumerary, he causes the man to fall out, and go immediately to his company commander, and, after guard-mounting, has another man detailed in his place. The Adjutant, also, when so directed, selects as orderly for the commanding officer the soldier who is neatest in general appearance, and notifies the Officer of the Guard of his selection.

841. When there are two Officers of the Guard, the junior may, at the discretion of the senior, inspect the rear rank.

842. If there be no Officers of the Guard, the Adju-

tant inspects, and the Sergeants designated as chiefs of platoon place themselves in the line of file-closers, opposite the centres of their platoons. If the guard be too small to be divided into platoons, the senior Sergeant, who commands the guard, places himself on the right of the front rank, and is covered by the right guide in the rear rank.

843. The inspection ended, the Adjutant places himself about thirty yards in front of and facing the centre of the guard, and draws sword; the Officers of the Guard place themselves three yards in front of the centres of their respective platoons, and draw swords; if there be but one, he places himself three yards in front of the centre of the guard; at the same time, the Officers of the Day take post in front of and facing the guard, about thirty yards or more from the Adjutant, the old Officer of the Day three yards to the right and one yard to the rear of the new Officer of the Day.

844. The Adjutant then commands: 1. *Parade*; 2. *REST*; 3. *SOUND OFF*.

845. The band, commencing on the right, plays along the line in front of the Officers of the Guard, to the left, and back to its place on the right, when it ceases.

846. The Adjutant, while the band is playing, takes the position of *parade rest*, facing the guard, and comes to *attention* and the *carry* when the music ceases.

847. The Adjutant now commands: 1. *Guard*; 2. *ATTENTION*; 3. *Carry*; 4. *ARMS*; 5. *Close order*; 6. *MARCH*.

At the command *march*, the officers face about, and place themselves two yards in front of their respective platoons.

848. The Adjutant then commands: 1. *Present*; 2. *ARMS*; faces to the new Officer of the Day, salutes, and reports, *Sir, the guard is formed*. The new Officer of the Day, after acknowledging the salute with the right

hand, directs the Adjutant, *March the guard in review, Sir.*

849. The Adjutant faces about, brings the guard to a *carry*, and commands : 1. *Platoons right wheel* ; 2. **MARCH.** At the first command the chiefs of platoon, if not already there, place themselves two yards in front of the centres of their respective platoons. At the command *march*, the platoons wheel to the right on a fixed pivot; the right guide (guide of the first platoon) stands fast; the left guide (guide of the second platoon) conducts the left flank of the left platoon. The platoons are halted by their chiefs when three yards from the perpendicular; the guides are then established, and the platoons are dressed to the left, chiefs stepping back two yards before commanding *dress* ; after commanding *front*, they take post two yards in front of the centre of their respective platoons. The band wheels to the right, and places itself twelve yards in front of the first platoon.

850. The Adjutant places himself abreast of the first platoon, and six yards from its left flank; the Sergeant Major, six yards from the flank of the second platoon.

851. The Adjutant then commands : 1. *Pass in review* ; 2. *Forward* ; 3. *Guide right* ; 4. **MARCH.** At the third command the guides move in double time to the right flanks of their platoons.

852. The guard marches in quick time past the Officer of the Day, according to the principles of review, the Adjutant, chiefs of platoon, Sergeant Major, and Drum Major saluting. Non-commissioned officers who salute turn the head in saluting.

853. The band, having passed the Officers of the Day, wheels to the left out of the column, and places itself opposite to and facing them, ceasing to play when the rear of the column has passed the Officers of the Day by twelve yards. The field-music detaches itself

from the rear of the band, when the latter wheels out of the column, and remains in front of the guard.

854. The band, after ceasing to play, will be conducted by the Drum Major to its quarters, taking care not to obstruct the movement of the guard.

855. The guard having passed the Officers of the Day, the Adjutant halts; the Sergeant Major, continuing the march, places himself on his left; both return their swords and retire, the Sergeant Major saluting with the hand. The commander of the guard wheels it into line to the left, without halting, by the commands: 1. *Continue the march*; 2. *Left into line, wheel*; 3. MARCH; 4. *Forward*; 5. MARCH; 6. *Guide right*; breaks it into column of fours to the right by the command: 1. *Fours right*; 2. MARCH; or, 1. *Right forward*; 2. *Fours right*; 3. MARCH; places himself on the left of the leading guide, and preceded by the field-music, which begins to play when the band ceases, conducts his guard to its post. The junior Officer of the Guard takes post in the line of file-closers opposite the centre of his platoon. The Officers of the Day face toward each other and salute, the old Officer of the Day giving the old or standing orders to the new Officer of the Day.

856. While the band sounds off, and the guard is marching in review, the Officers of the Day stand at *parade rest*, with arms folded. They both come to *attention* before the guard is to be presented, and as the head of the column approaches.

857. The new Officer of the Day returns the salute of the Drum Major, should there be one, with the right hand, and uncovers while the guard is passing, holding his hat with the right hand over the left shoulder.

858. The First Sergeants and supernumeraries come to *order arms, parade rest, and attention*, with the guard; they remain at attention while the guard is being presented and wheeled into column. The senior First Sergeant commands: 1. *Parade*; 2. REST, at the com-

mand march, for passing in review ; and, 1. *Supernumeraries* ; 2. ATTENTION, when the Officers of the Day come to attention. The First Sergeants come to *parade rest* and to *attention* with the supernumeraries. The rear of the column having passed the Officers of the Day, the senior First Sergeant commands : 1. *Carry* ; 2. ARMS ; after which each First Sergeant marches his supernumeraries to the company parade, and dismisses them.

859. The guard, if too small to be divided into platoons, may be wheeled to the right, and passed in review as above ; the commander of the guard is two yards in front of its centre ; the Adjutant is six-yards from its left flank, the Sergeant Major covers him on a line with the file-closers.

860. The Officer of the Day may direct the Adjutant, *March the guard to its post, Sir*. The Adjutant faces about, brings the guard to a *carry*, and then commands : 1. *Guard to its post* ; 2. *Fours right* ; 3. MARCH (*or double time, MARCH*). At the second command the commander of the guard places himself, facing to the right, two yards in front of the right guide ; the junior officer, if there be one, places himself in the line of file-closers in the rear of the centre of the second platoon. At the command *march*, the guard wheels by fours to the right ; the trumpeters or field-music place themselves in its front ; the senior officer takes command, and places himself on the left of the leading guide ; the Adjutant and Sergeant Major return swords, and retire ; the First Sergeants march off their supernumeraries ; the Officers of the Day salute each other as before, and the band retires.

861. As the new guard approaches the guard-house, the old guard is formed in line, with the field-music two yards to its right ; and, when the field-music of the new guard arrives opposite its left, the commander of the old guard commands : 1. *Present* ; 2. ARMS.

862. The new guard having passed, he commands : 1. *Carry* ; 2. ARMS.

863. The new guard marches in quick time past the old guard, arms at a *carry*, officers saluting.

864. The field-music, having marched three yards beyond the field-music of the old guard, changes direction to the right, and, followed by the guard, changes direction to the left when on a line with the file-closers of the old guard. The change of direction is without command; the senior officer of the new guard halts on the line of the front rank of the old guard, allows his guard to march past him, and, when its rear approaches, wheels it by fours to the left, halts it, establishes the left guide three yards to the right of the field-music of the old guard, and on a line with its front rank, and then dresses his guard to the left. The field-music of the new guard is two yards to the right of its front rank.

865. The new guard being dressed, the commander of each guard, in front of and facing its centre, commands: 1. *Present*; 2. ARMS, resumes his front, and salutes.

866. The officers, having saluted, face their guards, and command: 1. *Carry*; 2. ARMS; 3. *Order*; 4. ARMS.

867. Should the guards be commanded by Sergeants, they present with their guards, standing on the right or left of the front rank, according as they command the old or new guard. If one guard is commanded by an officer, the other by a non-commissioned officer, the latter stands on the flank of his guard, and salutes with it.

868. The Officer of the new Guard now divides the guard into three reliefs, numbers them *first*, *second*, and *third*, from right to left, and directs a list of the guard to be made. Experienced soldiers are placed over the arms of the guard, and at the remote and responsible posts. The Officer of the Guard then proceeds to take possession of the guard-house and guard-tent, and the articles and prisoners in charge of the guard.

869. During the time of relieving the sentinels and of calling in the small posts, the two guards stand at

place rest, and the old commander gives to the new all the information and the instructions relating to his post.

870. The first relief having been designated, and brought to a *carry*, its Corporal commands, *Call off*. Commencing on the right, the men call off alternately front and rear rank, *one, two, three, four, five*, and so on; the Corporal then commands: 1. *Right*; 2. *FACE*; 3. *Support* (or, *right shoulder*); 4. *ARMS*; 5. *Forward*; 6. *MARCH*.

871. The Corporal marches on the left, and near the rear file, in order to observe the march. The Corporal of the old guard marches on the right of the leading rank, and takes command when the last one of the old sentinels is relieved, changing places with the Corporal of the new guard. Both Corporals march at a *carry*.

872. When the relief arrives at fifteen yards from a sentinel, he halts and faces to it, with arms at a *carry*. At six yards from him the Corporal commands: 1. *Relief*; 2. *HALT*. The Corporal then adds according to the number of the post, 1. *No. —*; 2. *Arms*; 3. *PORT*. At the third command the two sentinels come to *arms port*, and approach each other. The old sentinel, under the supervision of both Corporals, whispers his instructions to the new sentinel; both then come to a *carry*. Both Corporals, with arms at a *carry*, while these instructions are being given, stand facing each other just outside the sentinels, the new Corporal to the left of the new sentinel.

NOTE. The sentinels, on coming to a *carry*, face as follows: the new sentinel with his back to the post he is guarding, and the old one touching elbows on his right, facing front or rear according to the direction in which the relief will march past him. Thus, if the post is on the outside of the camp, and the relief is marching around inside and in rear of the sentry line, the old sentinel who is about to march off, would face inward,

so that he might not be compelled to face about in order to join the relief in its passage. On the other hand, at an interior post, as, for instance, Headquarters, both sentinels would face in the same direction, because the relief must pass in front of the post, there being no room for it in rear. The principle is to have the new sentinel remain at a carry until the relief passes; and the old sentinel naturally remains beside him, waiting to fall in at the rear of the relief as it marches by.

In case the post of the sentinel to be relieved were so located that the relief could not march by it, the Corporal would march the new sentinel from the halting point of the relief to the sentinel's post, and march the old sentinel back to the relief.

In the Army, only one Corporal marches with a relief subsequent to the posting of the first relief after guard mounting.

It is also the custom in the Army, and at the Military Academy, to have the Corporals remain and join the relief as it passes instead of going to it and taking their places before it starts, as prescribed in the Massachusetts Regulations. The old Corporal (if two are present) stands beside the new sentinel, and the new Corporal steps back two paces to give his commands.

873. Both Corporals having resumed their positions as before prescribed, the Corporal in charge then commands : 1. *Support* (or, *right shoulder*) ; 2. *ARMS* ; 3. *Forward* ; 4. *MARCH*. As the relief passes, the old sentinel takes his place in its rear at a *support* (or, *right shoulder*) *arms* ; the other sentinels are relieved in a similar manner. The sentinel at the guard-house is the first relieved, and is left behind.

874. The detachments and sentinels of the old guard, having come in, form on its left, and are brought

to an *order*; both guards are then brought to a *carry*; the senior Officer of the old guard then marches it, with the guide right, six yards to the front, when he commands: 1. *Fours right*; 2. MARCH. At the command *march*, the guard wheels by fours to the right, the field-music begins to play, and the guard marches in quick time past the new guard, which stands at *present arms*, officers of both guards saluting.

875. The commander of the new guard, if an officer, stands two yards in front of its centre while the old guard is passing; if a non-commissioned officer, he stands on the right of the front rank.

876. The new guard is brought to a carry as soon as the old guard has passed; and, when the latter has marched about fifty yards from the post of the guard, the commander of the new guard orders the men to stack arms, or to place them in the gun racks.

877. The commander of the guard then makes himself acquainted with all the instructions for his post, visits the sentinels, and questions them and the non-commissioned officers relative to the instructions they have received from the old guard.

878. On arriving on the regimental or garrison parade, the Officer of the old guard forms it in line, and halts it, orders the company details successively, two yards to the front, and sends them, under charge of non-commissioned officers or privates, to their respective companies. Before the men are dismissed, the cartridges are drawn, or discharged at a target. When the details return to their companies, the chiefs of squads examine the arms and accoutrements of their men, and cause them to be put away in good order.

879. The Officers of the Day visit and inspect the guard-house or tents while the old guard is being relieved, verify the number of prisoners, and then proceed to the office or presence of the commanding officer, who receives the report of the old Officer of the Day, relieves

him, and delivers his instructions to the new Officer of the Day.

880. In visiting the guard-house, each Officer of the Day will be saluted by his own guard, its officer commanding, 1. *Present*; 2. ARMS.

881. When other officers entitled to a salute approach, the senior officer of the two guards commands : 1. *Old and new guards*; 2. *Present*; 3. ARMS.

882. In rendering honors, the commander of the guard, if an officer, stands in front of its centre, faces about to command *present arms*, resumes his front, and then salutes; he also faces about before commanding *carry arms*, and again resumes his front. The junior Officer of the Guard takes post two yards in rear of the centre of his platoon, when the guard falls in. If a non-commissioned officer commands the guard, he presents and carries arms with it, standing on the right of the front rank. The Corporal of the relief on post does not fall in with the guard.

883. Guard mounting is executed in single rank by the same commands and means as when in double rank : in executing rear open order, the non-commissioned officers step three yards to the rear of the rank.

884. When a small detachment is mounted for guard, as at a one-company post, the officer mounting it brings the detachment to rear open order, and, after having inspected it, places himself in front of and facing it, and commands : 1. *Parade*; 2. REST; 3. SOUND OFF. The field-music sounds off, standing on the right; after which the guard is brought to *close order*, and, without presenting (unless there be an Officer of the Day), is marched direct to its post by the commands : 1. *Guard to its post*; 2. *Right*; 3. FACE; 4. *Forward*; 5. MARCH.

885. The non-commissioned officer commanding the guard during the mounting stands on the right of the front rank. In conducting the guard to its post, he

marches near its left and rear, where he can see its movements. A file-closer, if there be one, takes his place as guide. The same honors are rendered at the guard-house as already explained.

Undress Guard Mounting.

886. In bad weather, at night, or after long marches, undress guard mounting will replace dress guard mounting. It is conducted on the same principles as dress guard mounting, except that the field-music sounds off standing on the right of the guard, and that the division into platoons and the march in review are dispensed with. The music may be dispensed with at the discretion of the commanding officer.

REGISTER OF PASSES AT GUARD POST.

IN CAMP AT.....18

Name.	Hour of Leaving.	Hour of Return.	Remarks.

This Register, signed by the Officer of the Guard, is to be handed to the Officer of the Day with the Guard Report. The returned passes accompany this Register.

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Officer of the Guard.

MILITARY HONORS AND OBLIGATIONS.

Honors to be paid by Troops.

989. The President is saluted with the highest honors; all standards and colors dropping, officers and troops saluting, bands, trumpets, or field-music sounding the *President's March*.

990. The Governor of this State, or a General commanding in chief, is received with standards and colors dropping, officers and troops saluting, bands, trumpets, or field-music sounding the *General's March*.

991. A Lieutenant-General is received with standards and colors dropping, officers and troops saluting, trumpets sounding three flourishes, or drums beating three ruffles.

992. A Major-General is received with standards and colors dropping, officers and troops saluting, trumpets sounding two flourishes, or drums beating two ruffles.

993. A Brigadier-General is received with standards and colors dropping, officers and troops saluting, trumpets sounding one flourish, or drums beating one ruffle.

994. Officers of the Navy are received with the honors due to their assimilated rank, which is as follows : Admiral, General; Vice-Admiral, Lieutenant-General; Rear-Admiral, Major-General; Commodore, Brigadier-General; Captain, Colonel; Commander, Lieutenant-Colonel; Lieutenant-Commander, Major; Lieutenant, Captain; Master, First Lieutenant; Ensign, Second Lieutenant.

995. Officers of Marines, and officers of Volunteers and Militia in the service of the United States, receive the honors due to their relative rank.

996. To the Vice-President, and members of the Cabinet, to the Chief Justice, and Speaker of the House of Representatives of the United States, and to Gov-

ernors within their respective States and Territories, the same honors are paid as to the General commanding in chief.

997. No marches, flourishes, or ruffles, other than those prescribed in tactics, will be sounded in rendering military honors.

998. American and foreign envoys or ministers are received with the compliments due to a Lieutenant-General.

999. Officers of foreign services, visiting any post or station, are received with the honors due to their rank.

1000. No honors are paid when the troops are on route marches.

1001. General Officers are to be saluted by all bodies of troops commanded by officers of lower grade. The commanding officer is saluted by all bodies of troops or detachments of his own command. Marching troops salute officers entitled to the compliment, and salute other bodies of troops, or return their compliments, with closed ranks and carried arms, officers saluting. Troops passing the headquarters of an officer superior in rank to their commanding officer render the salute to which such superior is entitled.

1002. An officer receiving compliments from bodies of troops carrying colors, will return the color salute and that of the battalion and higher commanders by raising his hat.

1003. It is proper for persons not under arms to raise their hats when the national colors pass them, and for officers and men to pay the same mark of respect to their own regimental colors.

1004. The commanding officer is saluted by all commissioned officers in command of troops or detachments.

1005. No salutes are rendered when marching in double time.

1006. Colors are not to be dropped to any officer below the grade of General Officer.

EXTRACTS FROM THE MILITIA LAW.

CHAPTER 411, ACTS OF 1887,

AS AMENDED BY

CHAPTER 360, ACTS OF 1889.

THE VOLUNTEER MILITIA ; ITS ORGANIZATION.

SECT. 21. The active Militia shall be composed of volunteers, and shall be designated the Massachusetts Volunteer Militia, and shall first be ordered into service to resist invasion, quell insurrection, aid in the suppression of riots, to aid civil officers in the execution of the laws of the Commonwealth, or in time of public danger.

SECT. 22. In time of peace, the Volunteer Militia shall consist of not more than seventy-two companies of infantry, three companies of cavalry, three batteries of light artillery, two corps of cadets; and a signal and ambulance corps to each brigade.

* * * * *

SECT. 29. To each corps of cadets there shall be one Lieutenant-Colonel, one Major, and a staff to consist of one Surgeon, with the rank of Major, one Adjutant, one Quartermaster, one Paymaster who shall be the mustering officer, one Inspector of Rifle Practice and one Assistant Surgeon, each with the rank of First Lieutenant, and one Chaplain.

There shall also be a non-commissioned staff, as follows: one Sergeant Major, one Quartermaster Sergeant, one Hospital Steward, and one Drum Major; and there shall be such number of line officers, not to exceed four captains, four first lieutenants and four second lieutenants, and of non-commissioned officers, musicians and privates, as the Commander-in-Chief shall deem expedient for instruction in the school of the battalion.

These corps of cadets shall be instructed, armed, and equipped as the Commander-in-Chief shall direct, and shall receive the same compensation and allowances as separate battalions of infantry; they shall remain unattached, subject only to the orders of the Commander-in-Chief, except in case of precept as provided in section ninety-nine.

* * * * *

SECT. 30. The commander of a regiment, separate battalion, corps of cadets, or unattached company may employ or raise by enlistment a band of musicians, not to exceed twenty-four in number, to be under his direction and command. Such musicians, while on duty, shall be subject to all the laws and regulations for the government of the Militia, except that they need not be mustered in as prescribed for enlisted men.

* * * * *

SECT. 32. No person shall be eligible to election or appointment to office in the Militia of this Commonwealth who is not a male citizen of the United States, of eighteen years of age or upwards, resident in this State, or who is disqualified by law from enrolment in the Militia; but no citizen otherwise qualified shall be ineligible to office in the Militia from not having been enrolled therein.

No person shall be eligible to military office who is under sentence of disability to hold office or command, or of suspension from command in the military forces of the United States or of any State.

No citizen of the Commonwealth above the age of forty-five years shall on account of such age be ineligible to office in the Militia, nor incapable of serving in a volunteer company.

THE ELECTION AND APPOINTMENT OF COMMISSIONED OFFICERS.

SECT. 33. Commissioned officers shall take rank according to the date of their commissions. Between

officers of the same grade and date of appointment or commission relative rank shall be determined by lot. The day of the appointment or election of an officer shall be expressed in his commission, and considered as the date thereof.

When a staff officer is continued in his office by a new appointment, he shall take rank according to the date of his original commission.

An officer continued by appointment in the same office, or appointed, or transferred by appointment, from one office to another in the Militia without loss of grade or continuous service, shall take rank in his grade according to the date of his original commission therein, and a statement showing that date shall be made in his new commission.

SECT. 34. All staff officers of the Militia shall be appointed as hereinafter provided, and commissioned by the Commander-in-Chief, on the request of the several appointing officers, provided that such appointees be eligible; and no Judge Advocate shall be commissioned unless he be a justice of the peace and a member of the Massachusetts bar.

The staff of the Commander-in-Chief shall be appointed by him; the staff of a brigade, by the Brigadier-General commanding; the staff of a regiment, separate battalion, corps of cadets, or unattached company, by the permanent commander thereof; the officers of signal and ambulance corps, by the brigade commanders.

SECT. 35. The officers of the line of the Militia shall be elected as follows : —

Brigadier-Generals, by the written votes of the field officers of the respective brigades.

Field officers of regiments, separate battalions, and corps of cadets, by the written votes of the Captains and Lieutenants of the several companies of the respective regiments, separate battalions or corps.

Captains and Lieutenants of companies, by the

written votes of the enlisted men of the respective companies, except that in the corps of cadets Captains and Lieutenants shall be elected by the written votes of the enlisted men of the respective corps.

SECT. 36. Elections of Brigadier-Generals shall be ordered by the Commander-in-Chief. Elections of other officers of the Militia shall be ordered either by the Commander-in-Chief or by such officers as he may authorize.

* * * * *

SECT. 42. At all elections, the presiding officer shall keep a record of the proceedings and shall make a certified return of the election, or of neglect or refusal to elect, within six days thereafter, to the Adjutant-General, through the proper military channel, for the information of the Commander-in-Chief; and the officer-elect shall, provided he be eligible, thereupon be commissioned and notified to appear before the examining board provided in section fifty-three.

Any commissioned officer who has been discharged under the provisions of section fifty-three of this act shall not be eligible for election or appointment to a commission within six months after such discharge.

* * * * *

SECT. 53. Every commissioned officer, except the staff officers of the Commander-in-Chief, medical officers, and chaplains, shall, upon being notified as provided in section forty-two, appear before an examining board, to consist of the brigade and battalion commanders.

The board shall examine the said officer as to his military, moral, and general qualifications, and administer to him the oaths as prescribed in section fifty-four. If in their opinion such officer is competent, the fact shall be certified to the Commander-in-Chief, who shall issue his order announcing the result of such examination.

Medical officers shall appear before an examining board to consist of three medical officers, which board

shall certify to the competency of such officer, and administer the oath as prescribed for other commissioned officers.

Any officer who fails to appear before the board of examiners within forty days from the date of his election or appointment, or who fails to pass a satisfactory examination before said board, shall be forthwith discharged by the Commander-in-Chief.

SECT. 54. Every commissioned officer, before he enters upon the duties of his office or exercises any command, shall take and subscribe the following oaths and declarations :—

I, A. B., do solemnly swear that I will bear true faith and allegiance to the Commonwealth of Massachusetts, and will support the constitution thereof. So help me God.

I, A. B., do solemnly swear that I will obey the lawful orders of all my superior officers.

I, A. B., do solemnly swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as
according to the best of my abilities and understanding,
agreeably to the rules and regulations of the constitution and the laws
of the Commonwealth. So help me God.

I, A. B., do solemnly swear that I will support the constitution of the United States. So help me God.

All officers shall take and subscribe such oaths before the examining board provided by section fifty-three, except the staff officers of the Commander-in-Chief, who may take such oaths before any competent authority. And on the back of every commission the following certificate shall be printed and signed by the person before whom such officer is qualified :—

This may certify that A. B., commissioned as within on this
day of _____, A. D. _____, personally appeared and took
and subscribed the oaths required by the constitution and a law of
this Commonwealth and a law of the United States, to qualify him to
discharge the duties of his office.

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Before me,

THE APPOINTMENT AND REDUCTION OF NON-COM-MISSIONED OFFICERS.

SECT. 55. Non-commissioned staff officers of brigades, regiments, separate battalions, corps of cadets, and unattached companies shall be appointed by their respective permanent commanders; and such commanders of regiments, separate battalions, and corps of cadets shall appoint the non-commissioned officers of companies, upon the written nomination of the respective captains; but they may withhold such appointment if, in their judgment, there be proper cause.

* * * * *

The permanent commander of any regiment, battalion, corps of cadets, or unattached company may reduce to the ranks any company non-commissioned officer of his command.

Permanent commanders of cadet corps may reduce to the ranks non-commissioned staff officers of their corps.

Company non-commissioned officers may be reduced to the ranks by sentence of court-martial, as prescribed in section one hundred and thirty-eight.

THE ENLISTMENT AND MUSTER-IN OF SOLDIERS.

SECT. 56. Every person enlisting in the Volunteer Militia shall be mustered into the service of the Commonwealth for a term of three years: *provided*, that any soldier who has received an honorable discharge from the Massachusetts Volunteer Militia, by reason of the expiration of his term of service, may be re-enlisted and mustered in for a term of one, two, or three years, as he may elect.

All terms of service, except in case of re-enlistment, shall commence at noon on the date of enlistment, if the enlisted man is mustered in within thirty days after his enlistment; otherwise, at noon on the date of muster-in.

When a soldier re-enlists, and is mustered into service within thirty days from the expiration of his previous term, his continuous service shall commence at noon of the day of such expiration, and enlistments and musters shall so be dated.

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SECT. 58. The commanding officers of brigades, regiments, and separate battalions shall be the recruiting officers for their respective non-commissioned staffs, the commanding officers of corps of cadets for their respective corps, and such persons as the Commander-in-Chief may appoint for new companies under section twenty-four, until a captain shall have been elected or appointed to such company.

* * * * *

SECT. 59. Every person recruited for the Massachusetts Volunteer Militia shall sign an enlistment roll, in form as follows : —

I, whose signature is hereunto affixed, do hereby enlist, or re-enlist, as the case may be, in [company, battalion or regiment or corps, etc.] of the Massachusetts Volunteer Militia for the term set against my name, subject to all laws and regulations which may govern the same; and I do declare that I know of no impediment to my serving honestly and faithfully as a soldier for the term of my enlistment.

SECT. 60. As soon as practicable, and not more than thirty days after such enlistment, the soldier shall be mustered in by a competent mustering officer, before whom he shall make oath as follows : —

I, _____, do solemnly swear that I will bear true faith and allegiance to the Commonwealth of Massachusetts, and will support the Constitution thereof; and I do also solemnly swear that I will faithfully observe and obey all laws and regulations for the government of the Volunteer Militia of said Commonwealth and the orders of all officers elected or appointed over me. I do also solemnly swear that I will support the constitution of the United States. So help me God.

Sworn to before me,

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Mustering Officer.

And no enlisted man shall be held to duty in the Volunteer Militia, or receive any compensation or allowance, until he is so mustered in.

SECT. 61. The commanding officer of any regiment or separate battalion may forbid the muster-in of any person enlisted by a Captain of such regiment or battalion when in his judgment the person so enlisted is unfit to be a member of the Volunteer Militia.

SECT. 62. No soldier whose term of service remains unexpired in one organization shall enlist in another organization of the Volunteer Militia.

THE DISCHARGE OF COMMISSIONED OFFICERS.

SECT. 63. An officer may be discharged by order of the Commander-in-Chief, upon either —

An address of both houses of the legislature; for cause, shown after a full and impartial hearing before the Commander-in-Chief or Judge Advocate General, upon the request of the permanent commander of any brigade, regiment, corps of cadets, battalion, or company;

The report of a court of inquiry;

Or the sentence of a court-martial.

SECT. 64. An officer who fails to pass the board of examiners or fails to appear before said board, as provided in section fifty-three of this act, and any officer who may at any time be ordered before said board of examiners and who fails to pass, shall be discharged by the Commander-in-Chief.

SECT. 65. An officer may be honorably discharged by the Commander-in-Chief, —

Upon tender of resignation;

Upon the disbandment of the organization to which he belongs;

Or, if a staff officer, on the written request of the officer appointing him; or upon the qualification of his appointed successor;

Or when he accepts an appointment in the Army and Navy of the United States.

SECT. 66. An officer may be dismissed by the Commander-in-Chief, —

When it appears to him that such officer has been convicted of any crime, or has been dishonorably discharged or dismissed from the service of the United States, or from the Militia of this or any other State;

Or to carry out the sentence of court-martial.

SECT. 67. All officers discharged from the service of the State shall be entitled to receive a certificate of such discharge in such form as the Commander-in-Chief shall direct.

THE DISCHARGE OF ENLISTED MEN.

SECT. 68. No enlisted man shall be discharged before the expiration of his term of service, except by order of the Commander-in-Chief, and for the following reasons : —

To accept promotion by commission ;

Upon removal of residence from the State, or out of the bounds of the command to which he belongs to so great a distance that, in the opinion of his commanding officer, he cannot properly perform his military duty ;

Upon disability, established by certificate of a medical officer ;

Upon conviction of a felony in a civil court ;

When the Commander-in-Chief approves the application of two-thirds of the members of a company, requesting the discharge of a soldier thereof for being habitually troublesome, or of such character as to degrade the company.

When in the opinion of the Commander-in-Chief the interests of the service demand such discharge ;

To carry out the sentence of a court-martial ;

Upon application of his company commander approved by superior commanders.

SECT. 69. Dishonorable discharges, or discharges in such form as to forbid re-enlistment, shall be given only in accordance with sentences of courts-martial, or whenever the Commander-in-Chief approves the application of two-thirds of the members of a company requesting such dishonorable discharge, and that the good of the service requires such discharge.

All discharges for the good of the service shall be dishonorable; and when it is discovered that a soldier so discharged has re-enlisted, he shall immediately be so dishonorably discharged.

SECT. 70. Every soldier discharged from the service of the Commonwealth shall be furnished with a certificate of such discharge, which shall state clearly the reason therefor.

ARMS, UNIFORMS, AND EQUIPMENT.

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SECT. 73. The uniform of the Volunteer Militia shall consist of an overcoat, a coat, a fatigue blouse or jacket, a pair of trousers, a hat complete, and a fatigue cap for each enlisted man, the style of which shall be prescribed by the Commander-in-Chief, and uniforms hereafter provided shall be substantially alike for each arm of the service.

No uniforms shall be provided by the State, except by a special appropriation for that purpose, in which case the purchase shall be made under such inspection as the Commander-in-Chief may direct.

* * * * *

SECT. 85. Any organization of the Militia may, with the approval of a majority of its commissioned officers and the Commander-in-Chief, adopt any other uniform than that prescribed in section seventy-three, at their own expense; but such uniforms shall not be worn, except by permission of the Commander-in-Chief, when such organizations are on duty under his orders.

SECT. 86. Volunteer organizations may own and keep personal property which shall belong to and be under the control of the active members thereof; and the commanding officer of any organization may recover for its use any debts or effects belonging to it, or damages for injury to such property; action for such recovery to be brought in the name of such commanding officer in any court having jurisdiction, in any county where such organization, or part thereof, is located: and no suit or complaint pending in his name shall be abated by his ceasing to be commanding officer of the organization; but upon the motion of the commander succeeding him, such commander shall be admitted to prosecute the suit or complaint in like manner and with like effect as if it had been originally commenced by him.

* * * * *

ARMORIES.

SECT. 95. Every officer whose command occupies, assembles, or drills in any armory, drill hall, or building allowed according to law for such purpose shall have control of such premises during the period of occupation, subject to the orders of his superior commanders; and any person who intrudes contrary to his orders or the orders of his superior commanders, or who interrupts, molests, obstructs, or insults the troops or any of them so occupying such premises, may be dealt with as prescribed in sections one hundred and eighteen and one hundred and nineteen for like offences, at the discretion of the officer in charge of the troops or his superior commanders: *provided*, that nothing in this section shall be construed to prevent reasonable inspection of the premises by the Mayor and Aldermen or Selectmen of a city or town, or by the owners of the premises, according to the terms which may have been specified therefor in a lease.

SECT. 96. The Mayor and Aldermen of cities and Selectmen of towns shall annually, on the first day of October, transmit to the Adjutant-General a return, verified by oath or affirmation of at least two of their board, showing the name of each Militia organization or headquarters furnished with an armory, the amount paid or charged for the rent thereof, and that the amount charged is fair and reasonable according to the value of real estate in their place.

Returns not received by December first will not be allowed.

SECT. 97. The Adjutant-General shall annually examine all certificates so returned to his office, institute any inquiries he deems expedient relative thereto, and, under the direction of the Commander-in-Chief, allow them, in whole or in part, to an amount not exceeding six hundred dollars for a company of artillery or cavalry, four hundred dollars for a company of infantry, and *pro rata* for signal and ambulance corps, and not exceeding two hundred dollars for each brigade, regimental or separate battalion headquarters.

The amount to be allowed to a corps of cadets shall be determined by the Commander-in-Chief, not exceeding the allowance which would be made in the aggregate to a battalion of four companies and the headquarters thereof.

The Adjutant-General shall, after such examination, and not later than the fifteenth day of December of each year, file in the office of the Auditor his certificate stating the sums allowed, the name of the command for whose use each sum is allowed, and the place to which it belongs; and shall thereupon notify the Mayor, Aldermen, or Selectmen of the sum allowed to their place; which sum shall be paid, upon the warrant of the Governor, to such Mayor and Aldermen or Selectmen.

TOURS OF DUTY, INSPECTIONS, AND DRILLS.

SECT. 98. When an invasion of, or insurrection in, the State is made or threatened, the Commander-in-Chief shall call upon the Volunteer Militia to repel or suppress the same. If such invasion or insurrection, or imminent danger thereof, in any part of the State, is so sudden that the Commander-in-Chief cannot be informed and his orders received and executed in season to resist or suppress the same, a brigade commander in such part of the State may order out his brigade, or any part thereof, as the Commander-in-Chief might do.

SECT. 99. When there is in any city or town a tumult, riot, mob, or a body of men acting together by force, with attempt to commit a felony, or to offer violence to persons or property, or by force and violence to break and resist the laws of the Commonwealth; or when such tumult, riot, or mob is threatened, and the fact is made to appear to the Commander-in-Chief, the Sheriff of the county, the Mayor of the city, or the Selectmen of the town, the Commander-in-Chief may issue his order, or such Sheriff, Mayor, or Selectmen may issue a precept, directed to any commander of a brigade, regiment, battalion, corps of cadets, or company, within the limits of their jurisdiction, directing him to order his command, or a part thereof, to appear at a time and place therein specified, to aid the civil authority in suppressing such violence and supporting the laws; which precept shall be in substance as follows:—

—, ss.

COMMONWEALTH OF MASSACHUSETTS.

L. S.

To [insert the officer's title] *A. B.*, commanding [insert his command].

Whereas, it has been made to appear to [the Sheriff, Mayor, or the Selectmen, as the case may be] of the [county, city, or town] of , that [here state one or more of the causes above mentioned] in our of , and that military force is necessary to aid the civil authority in suppressing the same: Now, therefore, we command you

that you cause [your command, or such part thereof as may be desired], armed and equipped with ammunition and with proper officers, to parade at , on , then and there to obey such orders as may be given according to law. Hereof fail not at your peril, and have you there this precept with your doings returned thereon.

This precept shall be signed and properly attested as the act of such Sheriff, Mayor, or Selectmen, and shall be under seal, and may be varied to suit the circumstances of the case; and a copy of the same shall be immediately forwarded to the Commander-in-Chief.

SECT. 100. The officer to whom the order of the Commander-in-Chief or brigade commander, or such precept, is directed shall forthwith order the troops therein called for to parade at the time and place appointed, and shall immediately notify the Commander-in-Chief of such order, directly, in the most expeditious manner, and by letter, through the usual military channels.

SECT. 101. If an officer, ordered as in the preceding section, refuses or neglects to obey such order or precept, or if any officer or soldier neglects or refuses to obey an order issued in pursuance thereof, he shall be punished as a court-martial may adjudge.

SECT. 102. Such troops shall appear at the time and place appointed, armed, equipped, and with ball ammunition, and shall obey and execute such orders as they may then and there receive, according to law.

* * * * *

SECT. 106. Each regiment, separate battalion, corps of cadets, and unattached company of the Volunteer Militia shall parade for drill one day in each year, at such time and place as the Commander-in-Chief may designate. The Inspector-General, his assistants, or such other officers as the Commander-in-Chief shall indicate, shall attend such drills and report upon the proficiency of the troops; such report to be made to the Commander-in-Chief, in writing, within thirty days from the date of such drill.

SECT. 107. The Volunteer Militia shall perform five consecutive days of camp duty in each year; and unless the Commander-in-Chief prescribes the time, place, and manner of assembling the troops for that purpose, each commander of brigade or corps of cadets shall annually order an encampment of his command, by brigade, regiments, or battalions, at some time during the months of June, July, August, September, or October.

* * * * *

SECT. 114. The Commander-in-Chief may order out any portion of the Militia for escort and other duties. * * *

SECT. 115. The commander of any regiment, battalion, or corps of cadets, * * * may at any time assemble the companies or the officers of his command for evening drill, instruction, or other business; and commanders of brigades, regiments, battalions, and corps of cadets may order company inspections in the evening at the several company armories, whenever the good of the service may demand.

SECT. 116. Every company shall drill at least twice in each month. Battalion drills may count in place of company drills. Nothing in this section shall prevent commanding officers ordering drills more frequently.

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SECT. 118. Every commanding officer, when on duty, may ascertain and fix necessary bounds and limits to his parade or encampment, not including a road so as to prevent passing, within which no spectator shall enter without leave from such commanding officer.

Whoever intrudes within the limits of the parade or encampment, after being forbidden, may be confined under guard during the time of parade or encampment, or a shorter time, at the discretion of the commanding officer; and whoever resists a sentry who attempts to put him or keep him out of such limits may be arrested by order of the commanding officer, and carried before the Judge Advocate General or a Judge Advocate on

duty at the encampment, as provided in section one hundred and ten, or other court of justice having jurisdiction of the place, to be examined or tried upon complaint of the commanding officer for such assault or disturbance or breach of the peace.

SECT. 119. If any person interrupts or molests, or insults by abusive words or behavior, or obstructs any officer or soldier while on duty or at any parade, drill, or meeting for military improvement, he may be put immediately under guard, and kept, at the discretion of the commanding officer of the brigade, regiment, battalion, corps, company, or detachment, as the case may be, until the duty, drill, parade, or meeting is concluded. And such commanding officer may turn over such person to any police officer or constable of the city or town wherein such duty, parade, drill, or meeting is held; and said police officer or constable shall detain him in custody for examination or trial before a court of justice or trial justice having jurisdiction of the place. And any person found guilty of either of the offences enumerated in this section, or in section ninety-five or section one hundred and eighteen, or of obstructing or interfering with United States forces or troops or any portion of the Militia in the exercise or enjoyment of the right of way granted by section one hundred and twenty, shall be punished by imprisonment in the jail or house of correction not exceeding six months, or by fine not exceeding one hundred dollars.

SECT. 120. United States forces or troops, or any portion of the Militia parading or performing any duty according to law, shall have the right of way in any street or highway through which they may pass, provided the carriage of the United States mails, the legitimate functions of the police, and the progress and operations of fire engines and fire departments shall not be interfered with thereby.

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SECT. 122. No officer or soldier in the Volunteer Militia shall receive the compensation provided in this chapter, unless he personally performs the duties required by law; and no substitute shall be allowed compensation for service belonging to another to perform; nor shall excuses granted for absence from or non-performance of military duty entitle the person excused to receive such compensation.

SECT. 123. No officer or soldier shall be holden to perform military duty except in case of invasion, insurrection, riot, or tumult, made or threatened, or in obedience to the Commander-in-Chief, on a day appointed, in the city or town in which he resides, for the election of Governor, Lieutenant Governor, electors of President and Vice-President of the United States, or representatives to Congress or to the General Court; and an officer parading his command, or ordering it to parade, contrary to the provisions of this section, shall be liable to trial by court-martial.

SECT. 124. No body of men whatsoever, other than the regularly organized corps of the Militia, the troops of the United States, the Ancient and Honorable Artillery Company, the Veteran Artillery Association of Newburyport, the Veteran Cadet Association of Salem, the Veteran Association of the Independent Corps of Cadets of Boston, the Salem Light Infantry Veteran Association, the Veteran Artillery Association of Amesbury and Salisbury, and the Boston Light Infantry Association, shall associate themselves together at any time as a military company or organization, for drill or parade in public with arms in any city or town of this Commonwealth, without the license of the Governor thereof, and all applications for such license must be approved by the Mayor and Aldermen of cities and Selectmen of towns in which such organizations or associations may be located, which may at any time be revoked; nor shall any city or town raise or appropriate any money toward

arming, equipping, uniforming, or in any way supporting, sustaining, or providing drill-rooms or armories for any such body of men: *provided*, that associations wholly composed of soldiers honorably discharged from the service of the United States may parade in public with arms, upon the reception of any regiments or companies of soldiers returning from said service, and for the purpose of escort duty at the burial of deceased soldiers, having first obtained the written permission so to do of the Mayor and Aldermen of the cities or Selectmen of the towns in which they desire to parade; *and provided*, *further*, that students in educational institutions where military science is a prescribed part of the course of instruction may, with the consent of the Governor, drill and parade with arms in public, under the superintendence of their teachers; *and provided*, *further*, that this section shall not be construed to prevent any organization heretofore authorized thereto by law from parading with sidearms.

SECT. 125. Whoever offends against the provisions of the preceding section, or belongs to or parades with any such unauthorized body of men with arms, shall be punished by a fine not exceeding ten dollars, or by imprisonment in the house of correction or common jail for a term not exceeding six months, or both.

EXCUSES FOR NON-PERFORMANCE OF DUTY.

SECT. 126. No officer or soldier of the Volunteer Militia not on leave of absence or furlough shall be excused from duty in time of insurrection, invasion, or disturbance of the peace, as provided in sections ninety-eight and ninety-nine, except upon physician's certificate of disability.

If such officer or soldier fail to furnish his commanding officer such certificate, he shall be tried by court-martial for desertion, or absence without leave, as the case may be; and no such excuse shall avail such officer

or soldier, unless the delinquent satisfies the tribunal before which he is tried that it was not in his power to make such excuse within the time. For absence from camp duty, annual drill, and from drills, excuses may be presented to commanding officers of regiments, battalions, or corps of cadets, and by them allowed upon good and sufficient grounds, or according to the rules adopted therefor, as prescribed in by-laws adopted under section one hundred and forty-seven; and delinquents who do not submit to fines shall be tried as herein prescribed. Certificates of disability and excuses of soldiers of unattached companies shall in like manner be presented to their brigade commanders, and may be by them allowed.

PAY AND ALLOWANCES.

SECT. 127. There shall be allowed and paid to officers and soldiers of the Volunteer Militia, on rolls and accounts, in such form as the Commander-in-Chief may prescribe, as follows, to wit: for the duty prescribed in sections ninety-eight, ninety-nine, one hundred and six, one hundred and seven, and one hundred and fourteen, commissioned officers shall be allowed and paid the same pay per diem as is prescribed for officers of like grade in the United States army, viz.: Brigadier-General, fifteen dollars and twenty-eight cents; Colonel, nine dollars and seventy-three cents; Lieutenant Colonel, eight dollars and thirty-three cents; Major, six dollars and ninety-five cents; Captain, mounted, five dollars and fifty-five cents; Captain, not mounted, five dollars; Adjutant, Quartermaster, Assistant Surgeon, Paymaster, and Inspector of Rifle Practice, five dollars; First Lieutenant, mounted, four dollars and seventy-five cents; First Lieutenant, not mounted, four dollars and seventeen cents; Second Lieutenant, mounted, four dollars and seventeen cents; Second Lieutenant, not mounted, three dollars and eighty-nine cents; Chaplain, four dollars and seventeen cents;

non-commissioned staff officers, two dollars and fifty cents; every member of a band, four dollars; and every other enlisted man, two dollars. And there shall be allowed for each horse actually employed by officers and soldiers authorized by law to be mounted, and for each draft-horse employed in the artillery, the sum of four dollars per day, which shall be in full for all keeping and forage. For all other duty under orders of the Commander-in-Chief, unless otherwise specially provided, or as a witness or defendant under summons, as provided in section one hundred and forty-one, there shall be allowed, and paid to each general, field, and staff officer, the sum of four dollars; to every other commissioned officer, the sum of two dollars and fifty cents; to every member of a band, the sum of four dollars; and to every other enlisted man, the sum of two dollars per day. To each Assistant Adjutant-General of brigade there shall be allowed and paid the sum of twenty dollars per annum; to each Adjutant, the sum of fifty dollars per annum; and to each Paymaster, the sum of twelve dollars and fifty cents per annum, for each company in the command to which he is attached.

SECT. 128. There shall be allowed and paid to each officer and soldier obliged to travel on duty, as follows, to wit : —

When upon duty required or performed under sections ninety-eight, ninety-nine, one hundred and six, one hundred and seven, and one hundred and fourteen, two cents per mile each way, the distance to be computed by the line of most direct railroad communication from the place in which the headquarters of the various commands and the armories of the companies are situated.

When upon duty as a member or Judge Advocate of any military court or board, or as a witness or defendant before such court or board; when appearing before the board of examiners provided in section fifty-three; when attending meetings of officers as provided in section one

hundred and thirteen ; when acting as the presiding officer at an election, as an elector at the election of a general or field officer, or as a Paymaster ; or in any case when obliged by orders of the Commander-in-Chief to travel without troops, — four cents per mile each way, the distance to be computed by the line of most direct railroad communication from the residence of the officer or soldier.

Colonels and battalion commanders may visit the companies in their commands six times each year ; Lieutenant Colonels and Majors, such companies as they are ordered to visit by regimental or battalion commanders, six times each year ; Inspectors of Rifle Practice may visit the companies in their respective organizations six times each year, — for which mileage as provided herein shall be allowed on receipt of proper returns therefor.

Each company may visit the State camp-ground or any approved range within reasonable distance twice each year, under orders of the Commander-in-Chief, for the purpose of target practice, and there shall be allowed a sum not to exceed two cents per mile for actual distance travelled, to be paid on pay-roll as provided for camp duty.

There shall be allowed and paid for the care of and responsibility for military property of the Commonwealth in their charge, to each cadet corps commander and each company commander in the Volunteer Militia the sum of fifty dollars, to each signal corps commander the sum of twenty-five dollars, and to each ambulance corps commander the sum of fifteen dollars per annum ; from which the Adjutant-General may deduct the cost of all articles lost by neglect or losses unsatisfactorily explained before certification to the Auditor for payment.

Inspecting officers, when on duty inspecting in armories under orders of the Commander-in-Chief, shall

receive the same pay and allowances as are provided for officers on special duty.

* * * * * *

SECT. 147. Companies, corps of cadets, signal and ambulance corps, battalions, or regiments may adopt constitutional articles of agreement or by-laws for the government of matters relating to the interior economy of their respective organizations, the regulation of fines for non-performance of duty, and the determination of causes upon which excuses from fines may be based: *provided*, that such articles or rules shall not be repugnant to articles or rules adopted for the general government of the Militia. These articles of agreement or by-laws for unattached companies, signal and ambulance corps shall be approved by brigade commanders; for all others by their respective battalion commanders. Certified copies of such articles or rules with like copies of all alterations as finally approved shall be deposited in the office of the Adjutant-General.

SECT. 148. When regiments, battalions, corps of cadets, or companies establish in their constitutional articles of agreement or by-laws the amounts which may be collected as fines from officers and soldiers of the Volunteer Militia for the non-performance of duty, such fines shall not exceed the amounts named as follows:—

For each day's absence from camp or annual drill, five dollars; for each day's absence from special duty, when ordered by the Commander-in-Chief, or from any parade ordered by the commanding officer of a regiment, battalion, corps of cadets, unattached company, signal or ambulance corps, three dollars;

For each absence from company or battalion drill, or meeting of officers or non-commissioned officers ordered for the purpose of instruction, inspection, or from an election, one dollar.

Money charged to an officer or soldier of the Volunteer Militia, under the provisions of this chapter and the by-

laws provided for the organization of which he is or may have been a member, shall constitute a simple contract debt against him, and may be recovered upon suit brought in the name of the officer commanding such organization at the time of bringing the action, and prosecuted in accordance with the law of this Commonwealth for the recovery of such debts in any court of competent jurisdiction. Want of consideration, or the fact that the defendant is or was a member of the same organization as the plaintiff, shall not be defences in such suit, and the prevailing party shall have his costs without regard to the amount recovered. This remedy shall be in addition to those named in section one hundred and thirty-eight.

The books of the treasurer and other books of any command shall at any time be examined by inspecting officers when so ordered by the Commander-in-Chief, and subject to his action on receipt of the report of such examination.

GENERAL PROVISIONS.

SECT. 149. The Commander-in-Chief may make and publish regulations for the government of the Militia in accordance with existing laws.

SECT. 150. The system of discipline and field-exercise ordered to be observed by the Army of the United States, or such other system as may hereafter be directed for the Militia by the laws of the United States, shall be observed by the Militia.

SECT. 151. No officer or soldier shall be liable to jury duty while in the active Militia service; and any officer or soldier who has served continuously and faithfully for nine years in the Volunteer Militia shall be exempt for life thereafter from the performance of jury duty.

SECT. 152. No officer or soldier shall be arrested on civil process while going to, remaining at, or returning

from a place where he is ordered to attend for election of officers or military duty.

* * * * *

SECT. 154. All military accounts, unless it is otherwise specially provided by law, shall annually, on or before the fifteenth day of December, be transmitted to the Adjutant-General, and examined, and, if found correct, certified by him. They shall then, unless it is otherwise specially provided by law, be presented to the State Auditor for allowance, and, upon such allowance certified by him to the Governor, shall be paid to the persons to whom they are personally due, or to their order, at the treasury of the Commonwealth; and no military account shall be certified by the Adjutant-General, or allowed by the Auditor, unless presented to the Adjutant-General for allowance within the time prescribed in this section.

SECT. 155. Paymasters shall take proper vouchers in duplicate for the payment of all moneys, and immediately after the payment of troops shall file with the Treasurer of the Commonwealth an account of their payments with the duplicates of their vouchers; and such accounts shall be audited by the State Auditor, and the several paymasters held to account for any and all discrepancies which may be found to exist.

SECT. 156. Each paymaster shall give bond in the penal sum of ten thousand dollars, with two sureties at least, to be approved by the Governor and Council, and conditioned faithfully to discharge the duties of his office.

* * * * *

SECT. 158. Rolls of the Volunteer Militia, showing the names of all general, field, staff, and non-commissioned staff officers, and the names of all company officers and enlisted men in the service, shall be made on the first of June in each year, and shall be forwarded to the Adjutant-General within twenty days thereafter; those for companies shall be prepared by the respective

company commanders, and all others by direction of the commanding officers of the several organizations. A sworn copy of such rolls shall be furnished by the commanding officers of companies and such other organizations to the Mayor and Aldermen of the city or Selectmen of the town in which such companies or organizations are located, for the purposes set forth in section one hundred and fifty-one.

* * * * *

SECT. 159. General and field officers, Paymasters, the Judge Advocate General and all Judge Advocates may administer the oaths required in this chapter, except as provided in section fifty-three, and also such oaths as may be required by the regulations for the government of the Militia.

SECT. 160. Mustering officers of corps of cadets, holding the rank of Captain on the sixteenth day of May in the year eighteen hundred and seventy-eight, shall not by virtue hereof be reduced in rank.

* * * * *

SECT. 165. No organization of the Militia shall be liable to be ordered without the limits of the State, and no military organization shall leave the State, for any period or purpose whatever, with public military property in its possession, or to be used by it, without the consent of the Commander-in-Chief.

Any organization disobeying the provisions of this section shall forthwith be disbanded by the Commander-in-Chief, and its officers and members be liable to trial by court-martial for disobedience of orders.

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VETERAN ASSOCIATION.

[CHAPTER 8, ACTS OF 1877.]

SECTION 1. Christopher C. Holmes, Charles R. Codman, John Jeffries, Charles Amory, Oliver W. Peabody, Jere Abbott, William J. Dale, George P. Sanger, J. Harris Reed, Martin Brimmer, Samuel H. Russell, Francis Brooks, Charles F. Shimmmin, Samuel Hammond, Henry L. Pierce, Joseph M. Churchill, Henry W. Williams, William S. Appleton, Arthur J. C. Sowdon, Otis E. Weld, Curtis B. Raymond, William C. Codman, Adin B. Underwood, John D. Parker, Jr., George P. Denny, Edward F. Daland, Lewis W. Tappan, Alpheus H. Hardy, Edward B. Richardson, Gershom C. Winsor, William S. Bond, George H. Quincy, George P. King, Charles E. Fuller, Edward F. Thayer, William B. Bird, William Putnam Kuhn, Horace Binney Sargent, Jr., Samuel C. Oliver, Hasket Derby, Charles E. Inches, Joseph A. Iasigi, being past members of the organization now called the first corps of cadets, Massachusetts volunteer militia, and commissioned officers of the forty-fifth regiment Massachusetts volunteer infantry, and such other persons as are or may hereafter become associated with them, are hereby constituted a body corporate by the name of the Veteran Association of the Independent Corps of Cadets, having the privileges and subject to the duties and liabilities set forth in all general laws which now are or hereafter may be in force relating to corporations.

SECTION 2. The objects of this corporation shall be to preserve the traditions and customs of the above named corps; to promote its welfare, and to continue and foster its friendships and associations.

SECTION 3. The said corporation shall have power to adopt a constitution and by-laws, rules and regulations for the admission of members and their government, the

election of officers and prescribing their duties, the suspending and expelling of members, and for the safe keeping of its property and funds, and from time to time to alter or repeal such constitution, by-laws, rules and regulations.

SECTION 4. The said corporation shall have power to hold property, real and personal, to an amount not exceeding twenty-five thousand dollars.

SECTION 5. Section one hundred and forty-nine of chapter three hundred and twenty of the acts of the year eighteen hundred and seventy-four is hereby amended by inserting after the word "Newburyport" the words "the veteran association of the independent corps of cadets of Boston."

SECTION 6. This act shall take effect upon its passage.

Approved February 13, 1877.

[CHAPTER 100, ACTS OF 1882.]

SECTION 1. The Veteran Association of the Independent Corps of Cadets, incorporated by chapter eight of the acts of the year eighteen hundred and seventy-seven, may hold real and personal estate to an amount not exceeding two hundred and fifty thousand dollars.

SECTION 2. The real estate now held, or hereafter acquired by said corporation, so long as and to the extent that the same shall be used by the active volunteer militia organization designated by law as the first corps of cadets and its successors, in accordance with the laws which now are or hereafter shall be in force relating to the militia, shall be exempt from taxation.

SECTION 3. All acts and parts of acts inconsistent with the provisions of this act are hereby repealed.

Approved March 21, 1882.



**ARMS OF THE UNITED STATES,
SURMOUNTED BY THE ARMS OF THE CORPS.**

Borne upon the Battalion Colors.

(Reverse.)

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STANDING ORDERS



FIRST CORPS CADETS.